Ministry of Health

Online Monitoring of Continuing Professional Development System (myCPD)

User Guide (SUPERVISOR)

Version 1.1

Last Updated: January 2008

REVISION HISTORY

Version No	Date	Comments	Author	Approver
1.0	19/12/2007	Initial Draft	Fadhlina binti Ishak	Mohamad Fathullah Hashim
1.1	15/01/2007	Revised Draft	Renuka Subbiah	Mohamad Fathullah Hashim

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INTRODUCTION

Purpose of User Manual

This manual is designed for all the health care professionals (HCP) in both public and private sector. This manual discusses the role of Supervisor. The system administration will assign a user with a Supervisor role. This manual is intended to help the user to understand their role and perform the main task without consulting others to get answers to questions.

Scope

The use of the myCPD application for supervisor's are as stated below:

Assign CPD activity to the CPD users.

View the CPD user's submitted activities and their CPD Points

Views the CPD activities, CPD Points and assign CPD Points to the CPD Users.

Views the CPD points claim, CPD Points and assign CPD Points to the CPD Users.

Approve the registration and make user active to login to the myCPD application.

Approve the activity approval status submitted by the CPD User.

CPD Supervisor is a healthcare professional who has been assigned with supervisor role by the system administration.

1.0 LOGIN

Steps:

1. Enter http://moh.gov.my into the address bar of your browser (preferably Internet Explorer) and press the Enter key. The MOH portal page displays. See Figure 1.1.

Figure 1.1: MOH Portal

Click here

2. Click on the *myCPD* link under *Perkhidmatan Online* navigation bar. The **myCPD Login** screen displays. See Figure 1.2.
3. Enter your **User ID** in the *User ID* field.
   Note: Your identification number is your User ID.
4. Enter your **password** in the *Password* field.
   Note: Password is case-sensitive.

5. Click on the Login button. Your dashboard screen displays with your name as (User). See Figure 1.3.

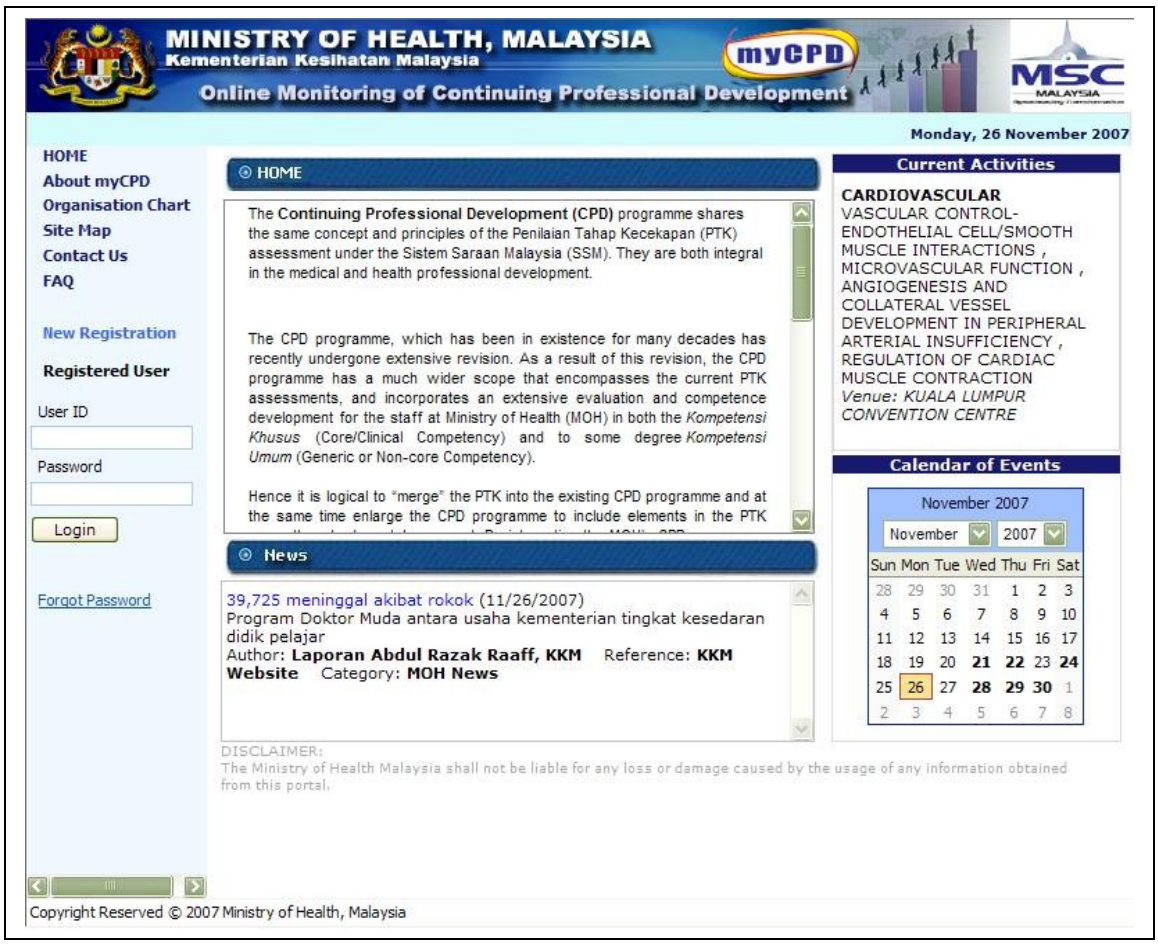
MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Monday, 26 November 2007
HOME
About myCPD
Organisation Chart
Site Map
Contact Us
FAQ
New Registration
Registered User
User ID
Password
Login
Forgot Password
HOME
The Continuing Professional Development (CPD) programme shares the same concept and principles of the Penilaian Tahap Kecekapan (PTK) assessment under the Sistem Saraan Malaysia (SSM). They are both integral in the medical and health professional development.
The CPD programme, which has been in existence for many decades has recently undergone extensive revision. As a result of this revision, the CPD programme has a much wider scope that encompasses the current PTK assessments, and incorporates an extensive evaluation and competence development for the staff at Ministry of Health (MOH) in both the Kompetensi Khusus (Core/Clinical Competency) and to some degree Kompetensi Umum (Generic or Non-core Competency).
Hence it is logical to "merge" the PTK into the existing CPD programme and at the same time enlarge the CPD programme to include elements in the PTK
News
39,725 meninggal akibat rokok (11/26/2007)
Program Doktor Muda antara usaha kementerian tingkat kesedaran didik pelajar
Author: Laporan Abdul Razak Raaff, KKM Reference: KKM Website Category: MOH News
Current Activities
CARDIOVASCULAR
VASCULAR CONTROL-ENDOTHELIAL CELL/SMOOTH MUSCLE INTERACTIONS , MICROVASCULAR FUNCTION , ANGIOGENESIS AND COLLATERAL VESSEL DEVELOPMENT IN PERIPHERAL ARTERIAL INSUFFICIENCY , REGULATION OF CARDIAC MUSCLE CONTRACTION
Venue: KUALA LUMPUR CONVENTION CENTRE
Calendar of Events
November 2007
November 2007
Sun Mon Tue Wed Thu Fri Sat
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
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Figure 1.2: myCPD Login screen

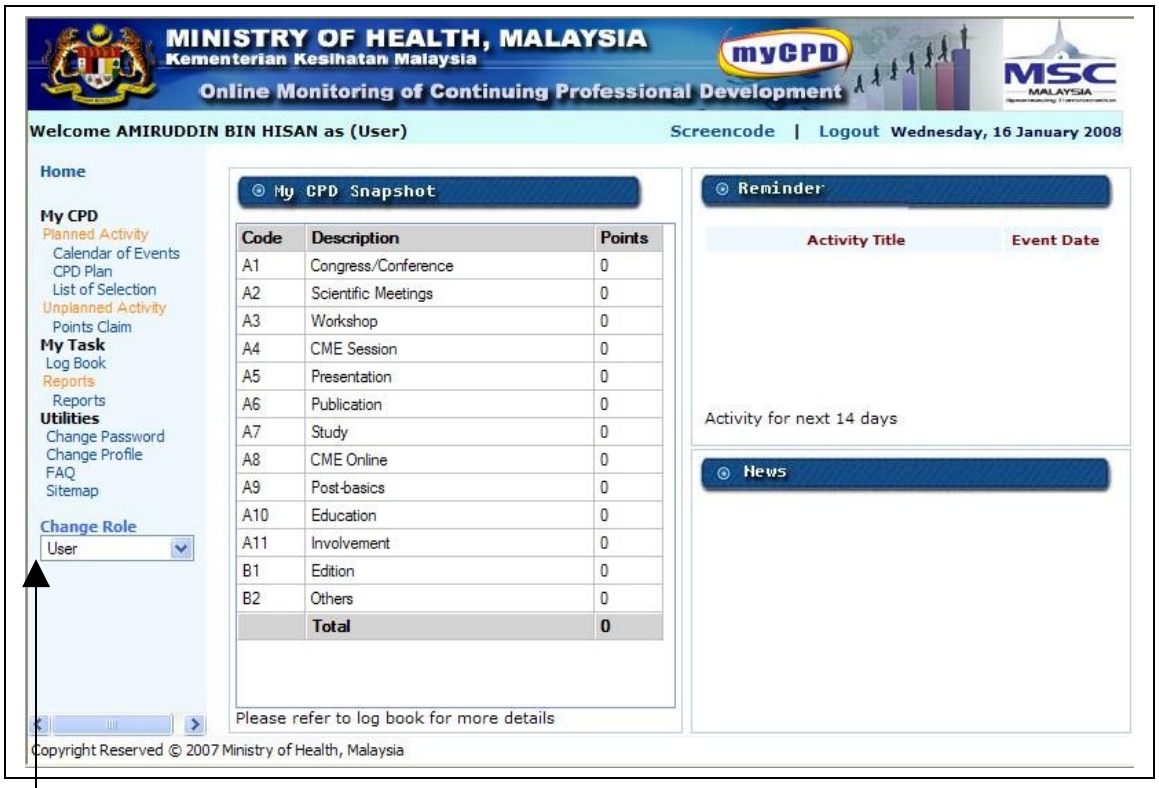

Figure 1.3: User Dashboard screen

6. Select "*Supervisor"* from the dropdown list below the Change Role. Supervisor dashboard displays with your name as (Supervisor). See Figure1.4.

   Note: The dropdown list will be displayed if you have been assigned one or more roles by system administrator.

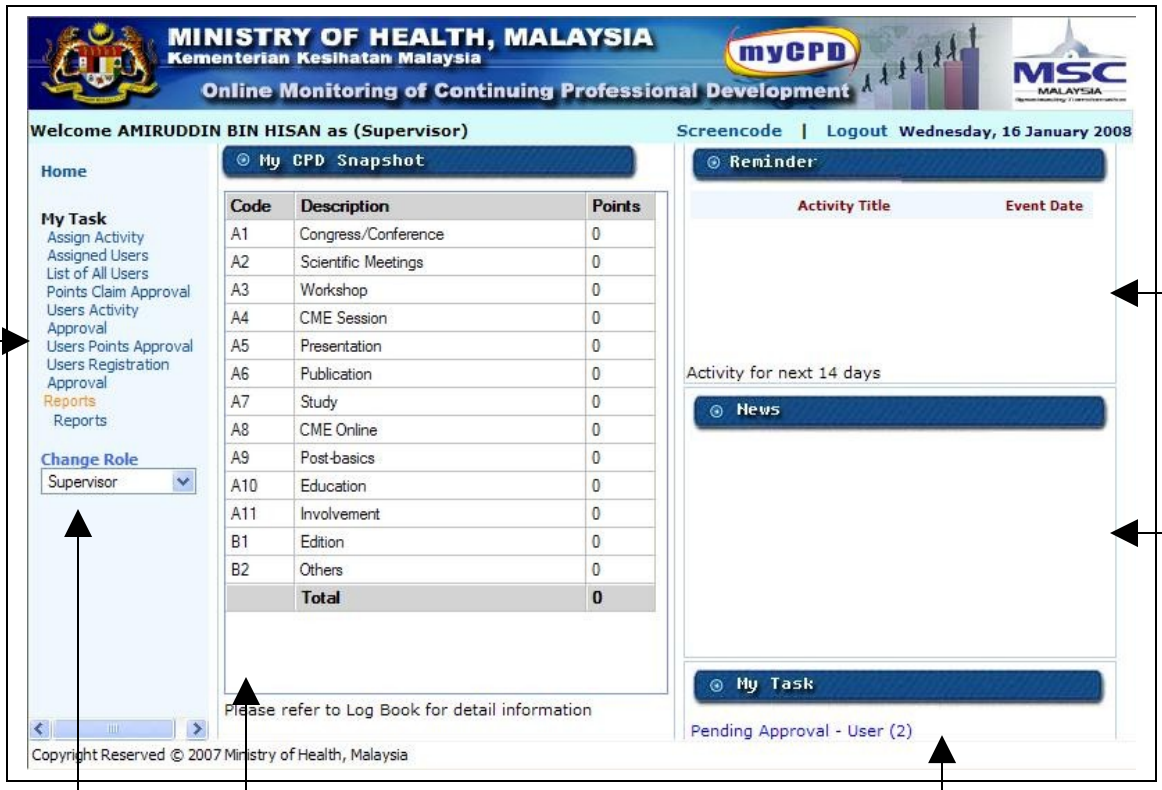

Figure 1.4: Supervisor Dashboard

myCPD Snapshot: Shows the summary CPD Log Book. Displays total of actual points that you have collected.

My Task: Displays the pending task waiting for response from you.

Change Role: Shows the roles assigned to you. You can change the roles by selecting the roles from the dropdown list.

News: Displays the news bulletin published by MOH.

Menu Navigation Bar: Shows the menus available for supervisor

Reminder: Activity from your CPD Plan will be displayed if the activity will be held 14 days from the day you have logged into the system. Serves as reminder.

2.0 ASSIGN ACTIVITY

Overview:

Assign Activity allows you as a CPD Supervisor to assign CPD Activity to the CPD user under your supervision.

CPD Supervisor can assign CPD activities to the CPD User using two methods:

a) By User

   - Select a CPD User and assign one or more CPD activities to the selected CPD User.

b) By Activity

   - Select an activity and assign the activity to one or more CPD users under your supervision.

Both the methods explained above is for same purpose, which is to assign CPD Activity to the CPD User under his / her supervision.

To access the Assign Activity screen, click on the *Assign Activity* link on the left side of navigation bar.

Steps:

1. Log in as Supervisor (Refer to section 1.0 Login)
2. Click on the *Assign Activity* link. The **Assign CPD Activity** screen displays. See Figure 2.1.

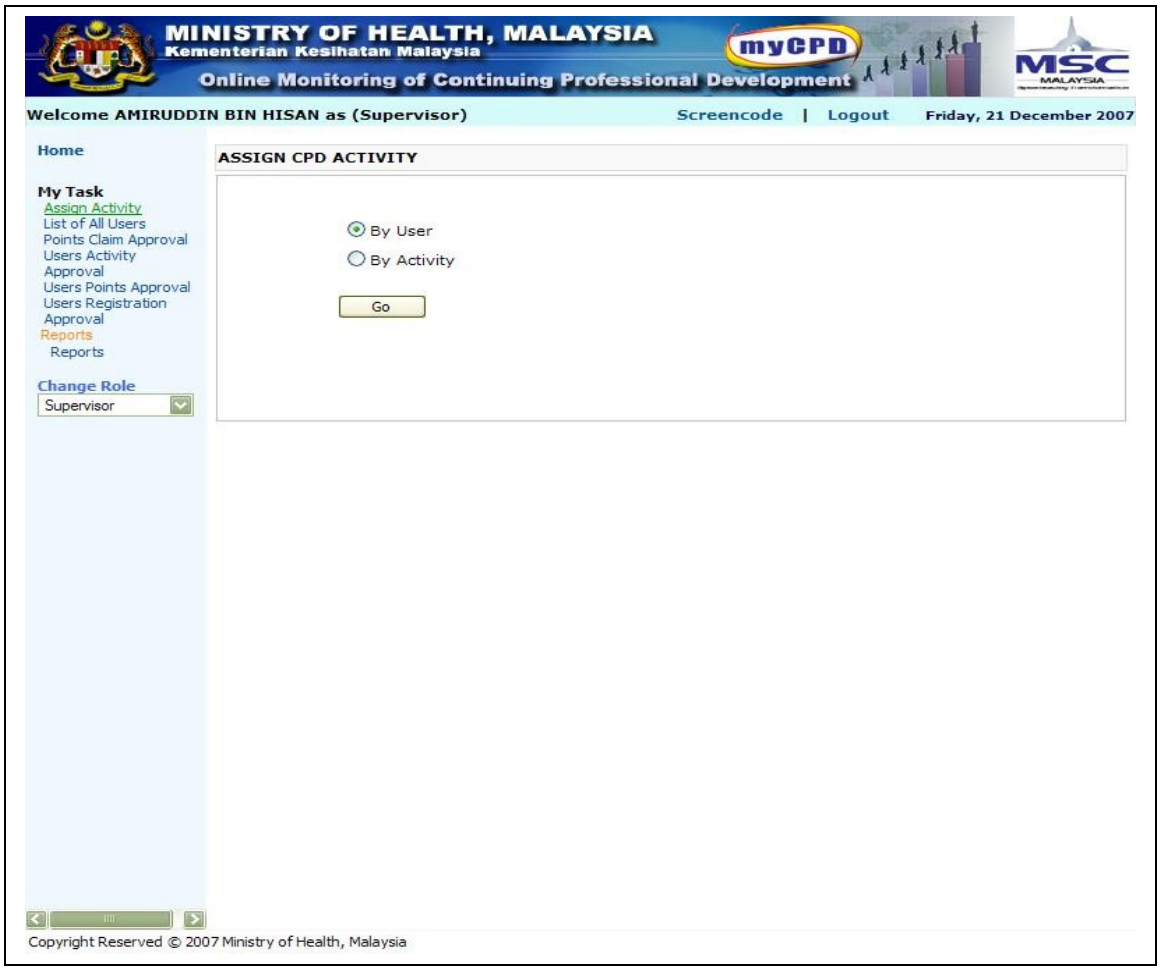

Figure 2.1: Assign CPD Activity screen

2.1 ASSIGN ACTIVITY – BY USER

1. Log in as Supervisor (Refer to section 1.0 Login).
2. Click on the *Assign Activity* Link. **Assign CPD Activity** screen displays.
3. Select *"By User"* radio button and click on the *Go* button. The system will display the CPD Users assigned to you (CPD Supervisor). See Figure 2.1.1.

   Note: The system will display the name of the CPD users and their no of activities submitted.

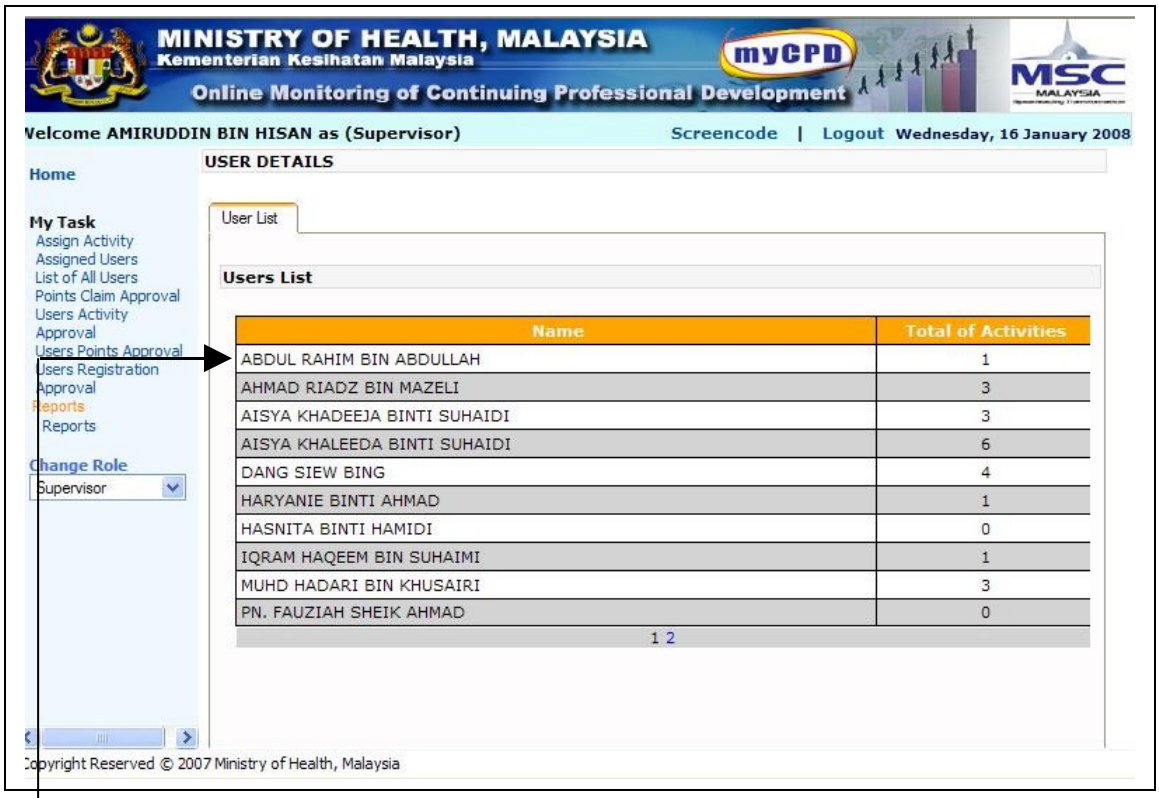

Figure 2.1.1: Displays the list of CPD User assigned to you.

4. Click on the CPD Username to view the user details along with list of activities that he/she is involved. See Figure 2.1.2.

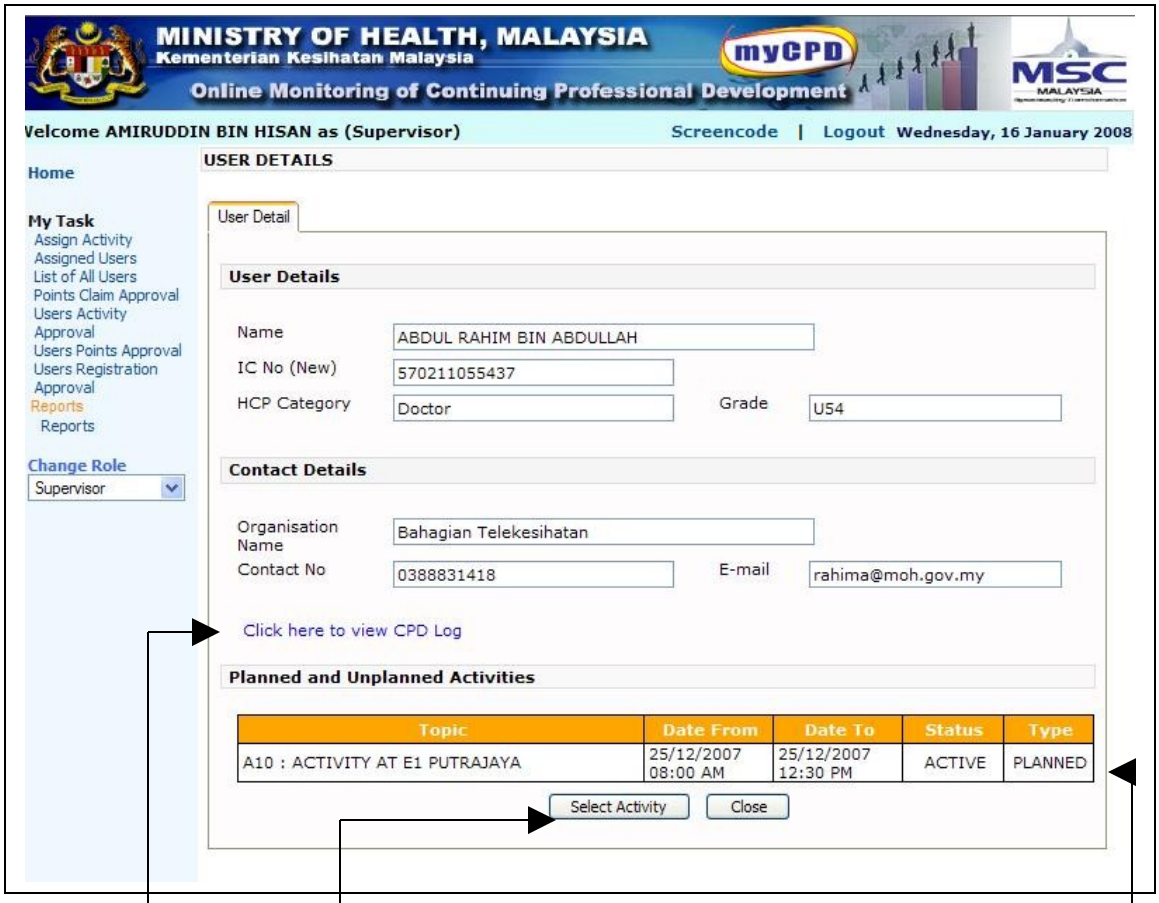

Figure 2.1.2: CPD User Details

Click here to view the user's Log Book

List of activities (Planned and Unplanned) will be displayed here

5. Click on the *Select Activity* button to assign activity/activities to the selected user. The system will display future activities which are active based on the user profile. See Figure 2.1.3.

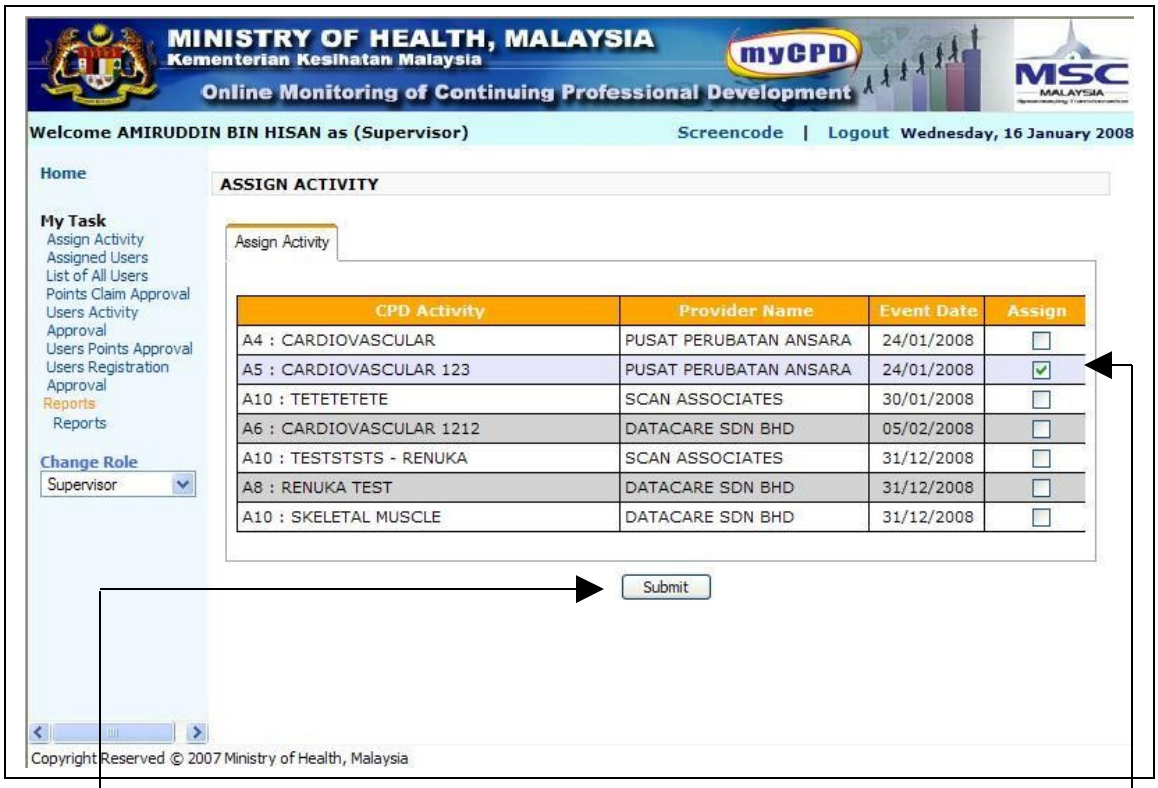

Figure 2.1.3: List of CPD Activities

6. Select one or more activities on the "*Assign"* column and click on the *Submit* button. A message "Activity Successfully Assigned" will be displayed on top of the CPD Activity Listing once the activity has been successfully assigned to the user.

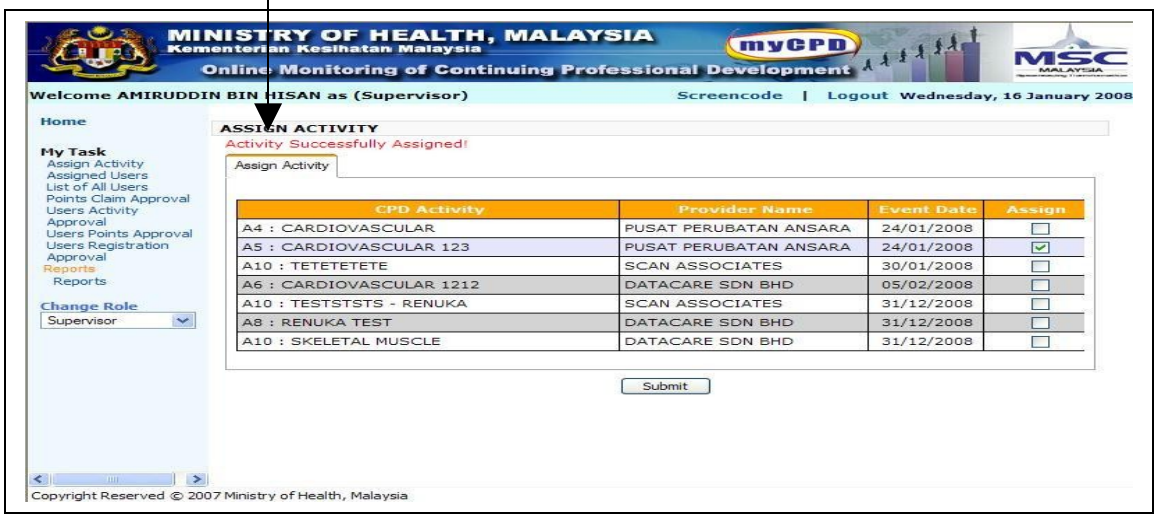

Figure 2.1.4: Message displays once the activities has been assigned successfully

Note:

Once the activity has assigned successfully to the user, the user will be able to see the activity in his/ her CPD Plan once he/she logs into the system.

To check whether the activity has assigned to the user, repeat the step 1-3. You can now see the activity that you have assigned to the user. See Figure 2.1.5.

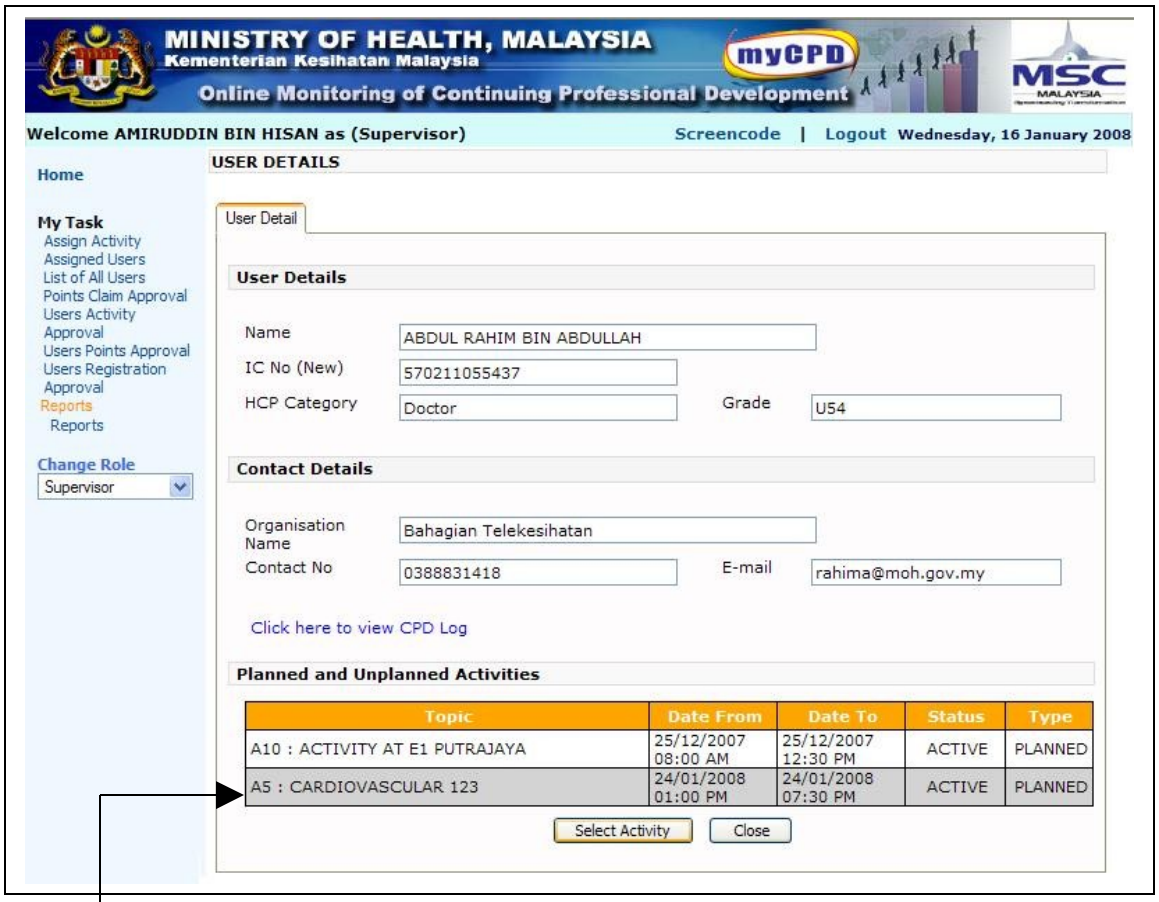

Figure 2.1.5: CPD Activity displayed in the Listing

The activity assigned earlier displayed here

2.2 ASSIGN ACTIVITY – BY ACTIVITY

Steps:

1. Log in as Supervisor (Refer to section 1.0 Login)
2. Click on the *Assign Activity* link. The **Assign CPD Activity** screen displays. See Figure 2.2.1.

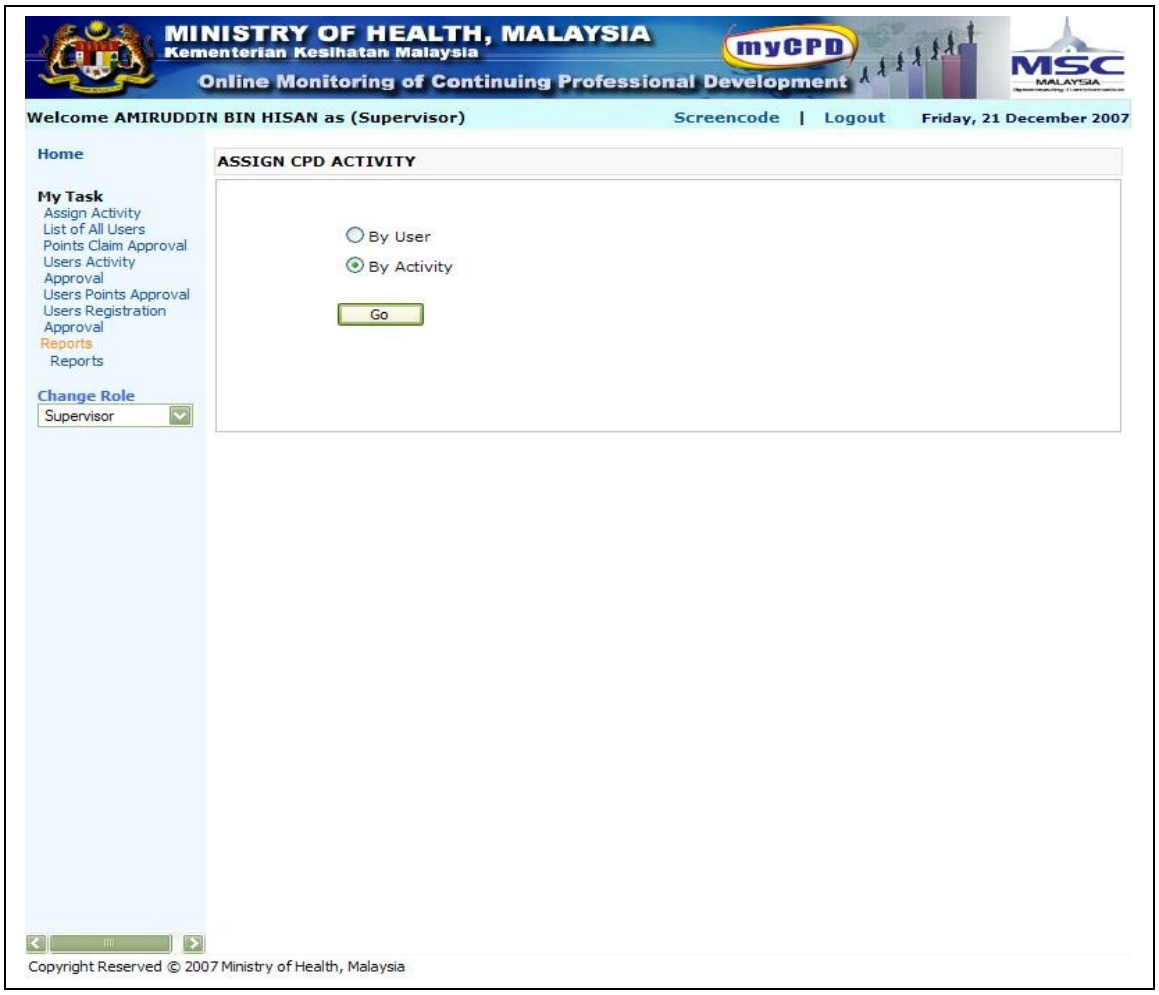

Figure 2.2.1: Assign CPD Activity screen

3. Select *"By Activity"* and click on the *Go* button. The system will display future activities which are active. See Figure 2.2.2.
   Note: The system will display the CPD activities along with the provider name and event date.

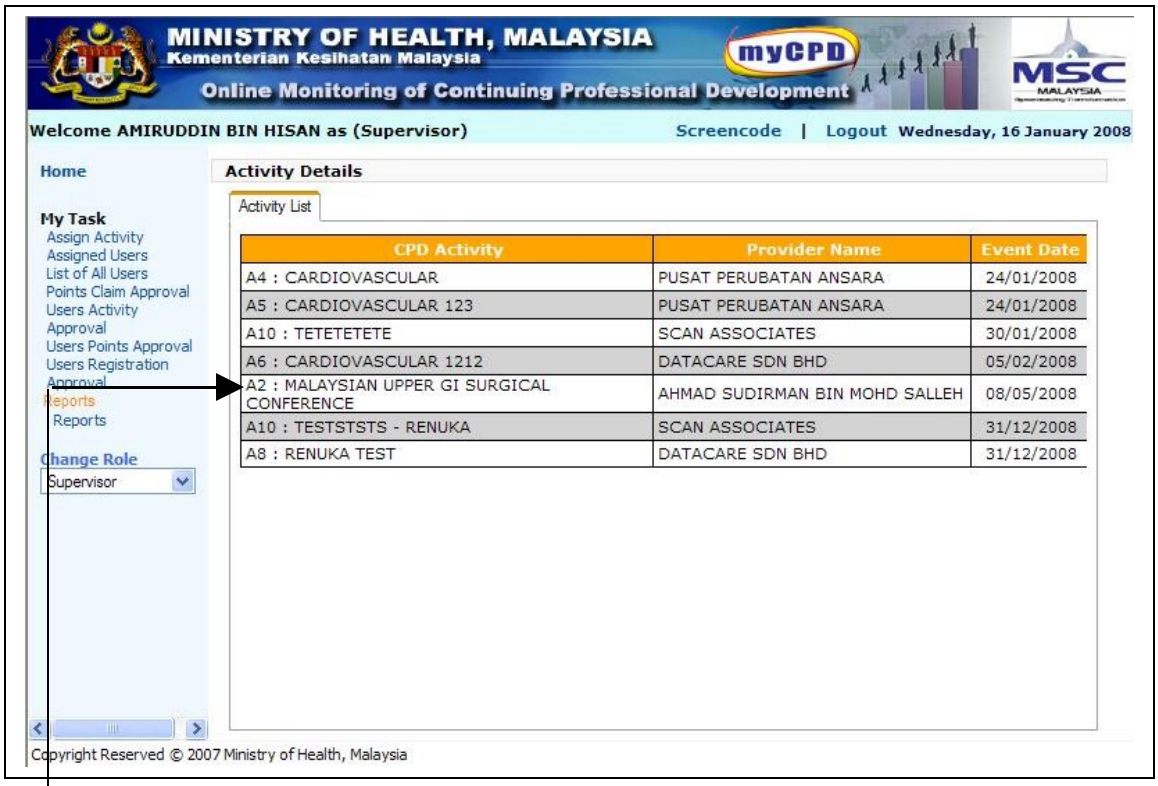

Figure 2.2.2: List of CPD Activities

4. Click at the CPD activity to view the activity details. The activity details screen displays. See Figure 2.2.3.

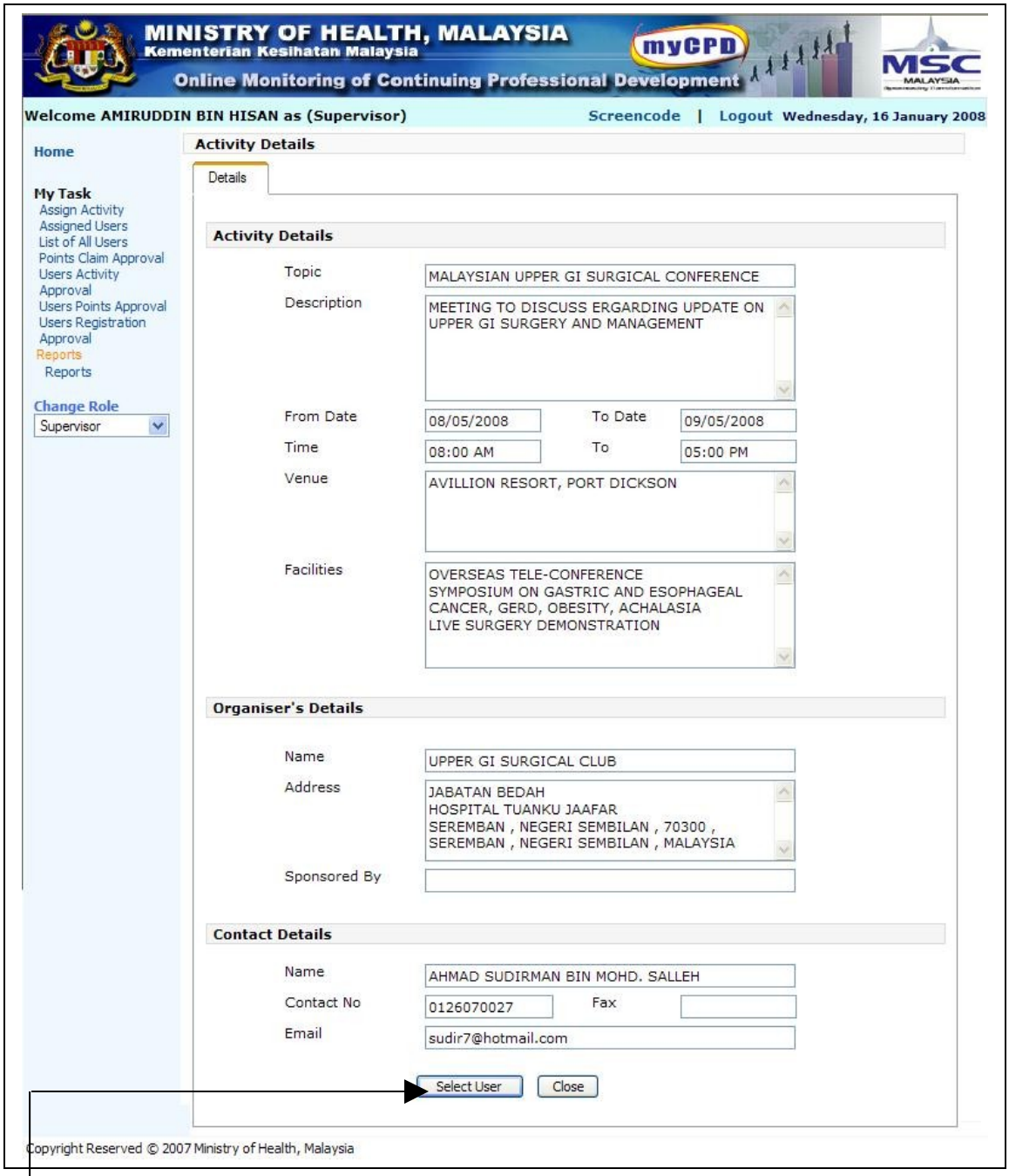

Figure 2.2.3: Activity Details

5. Click at the "*Select User*" button. The system will display the name of the CPD users and their no of activities submitted. See Figure 2.2.4.

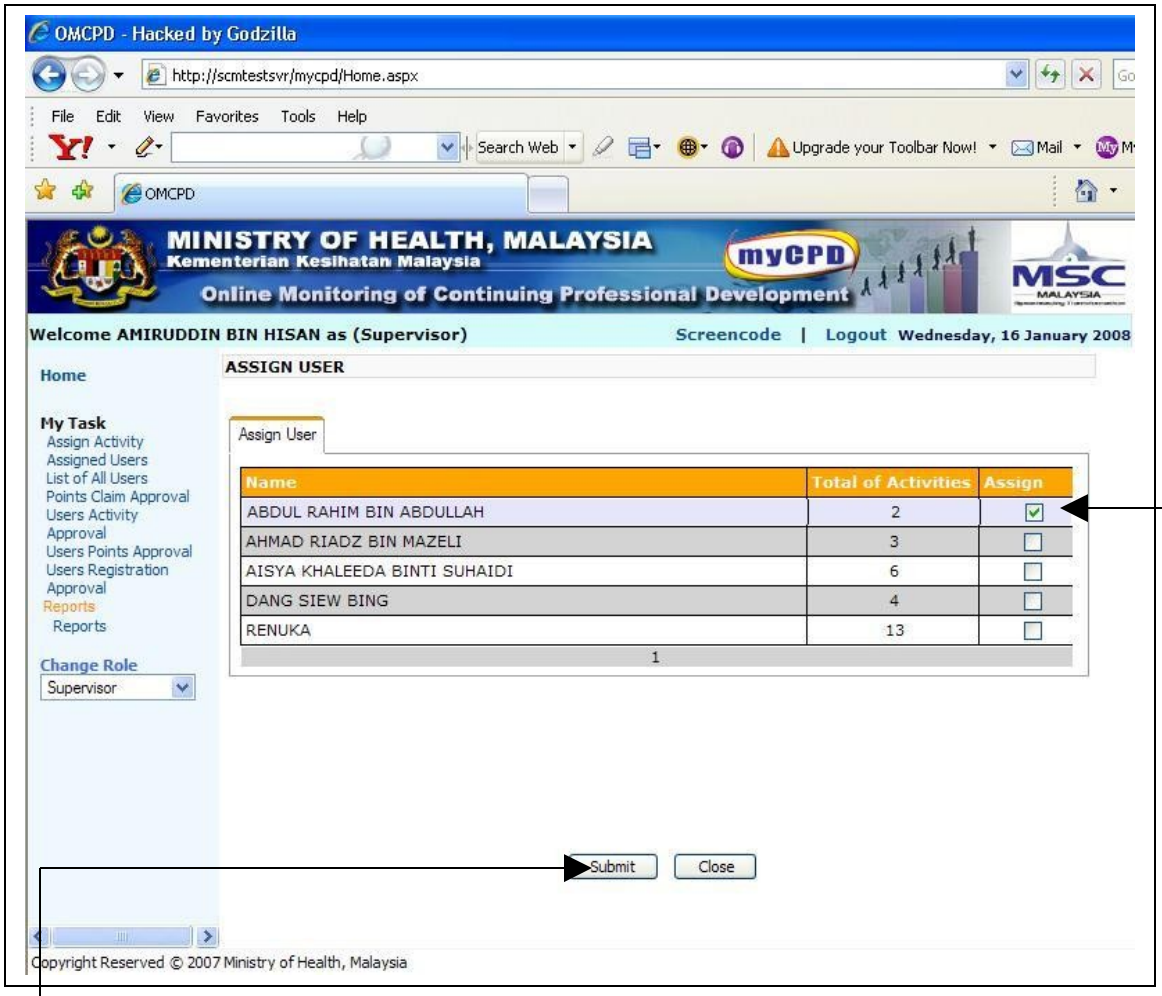

Figure 2.2.4: Assign User

6. Select one or more the users on the *Assign* column, to whom you want to assign the activity to.

   Note: You can select multiple user at a time.

7. Click on the *Submit* button to assign the activity to the selected user(s). A message *"Successfully Saved"* will be displayed on top of the CPD User Listing once the activity has been assigned successfully to the user(s). See Figure 2.2.5.

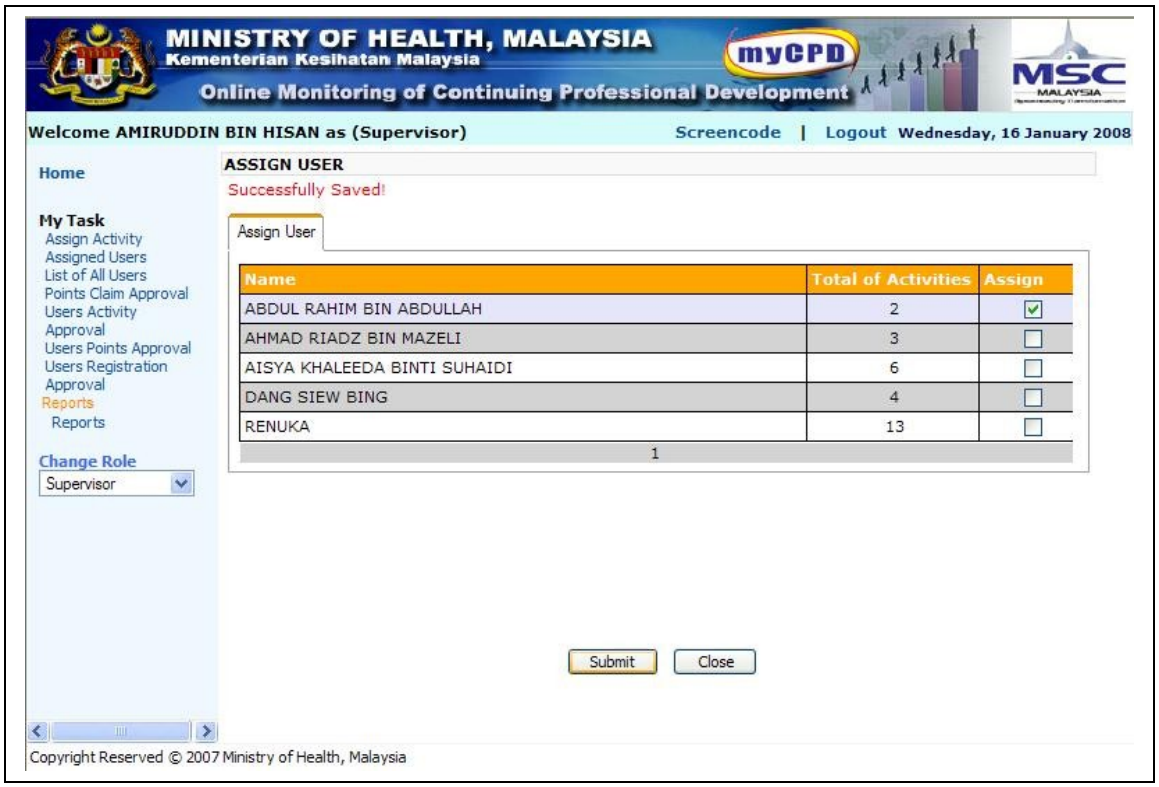

Figure 2.2.5: Message displays once the activities has been assigned successfully

Note:

Once the activity has assigned successfully to the user, the user will be able to see the activity in his/ her CPD Plan once he/she logs into the system.

To check whether the activity has been assigned to the user, repeat the step 1-3 in section 2.1 –Assign Activity –By User. You can now see the activity that you have assigned to the user. See Figure 2.2.6.

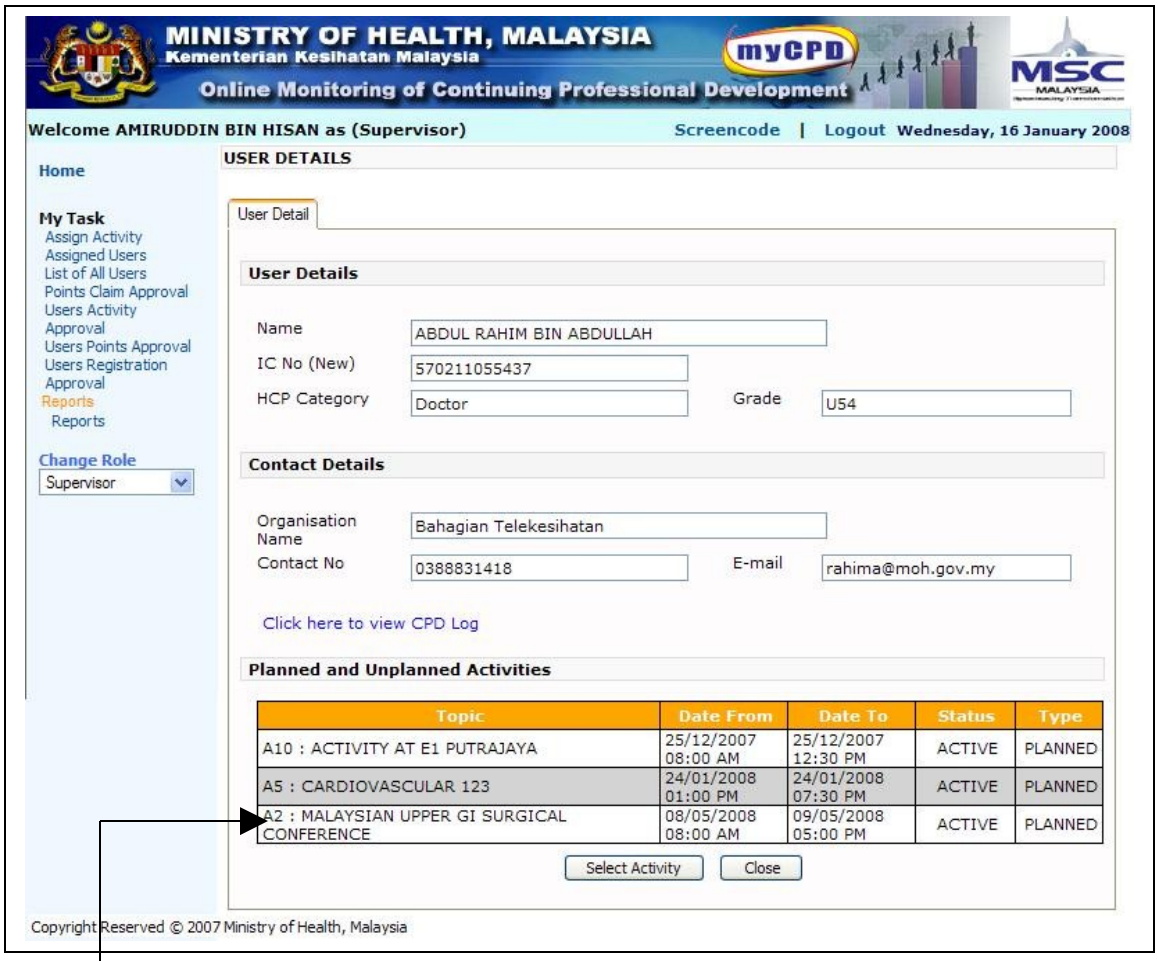

Figure 2.2.6: CPD Activity displayed in the listing

The activity assigned earlier displayed here

3.0 LIST OF ALL USERS

Overview

List of All Users enables the CPD Supervisor to view the details of the CPD User under his/ her supervision.

To access List of All Users screen, click on the *List of All Users* link on the left side of navigation bar.

Steps:

1. Log in as Supervisor (Refer to section 1.0 Login).
2. Click on the *List of All Users* link. The List of All Users screen displays. The system displays all the CPD User under your supervision. See Figure 3.1.

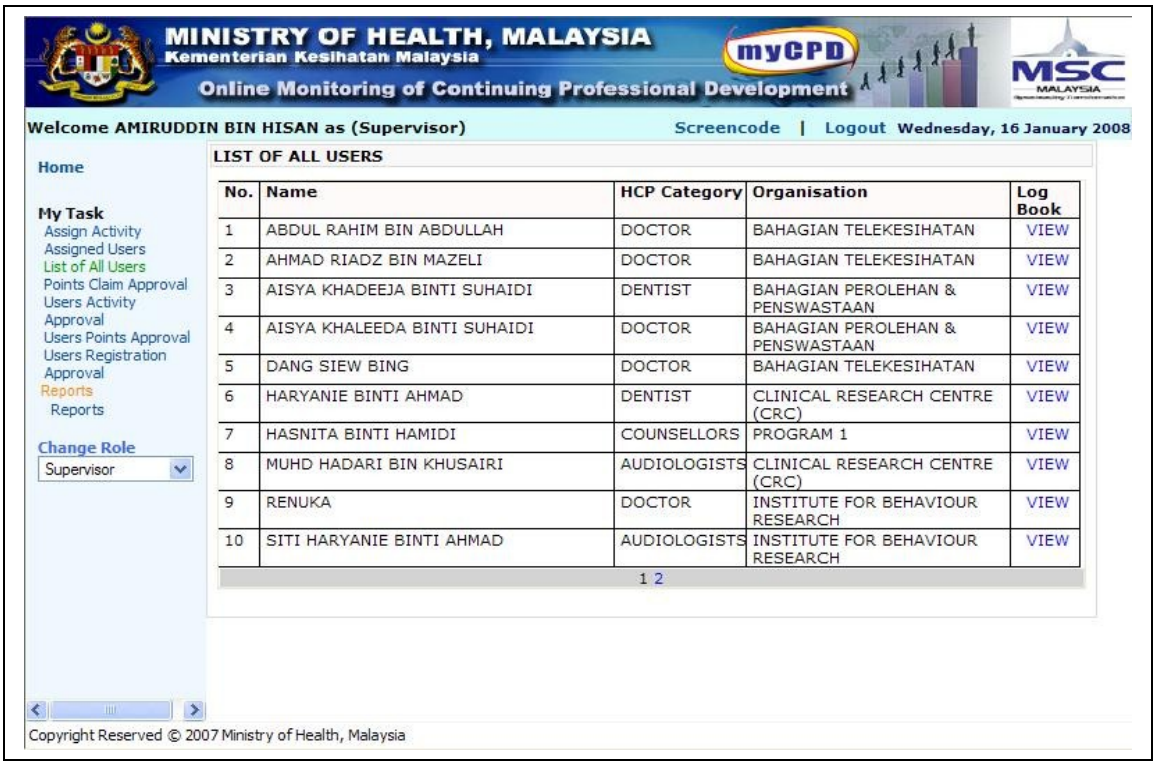
MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Welcome AMIRUDDIN BIN HISAN as (Supervisor)
Screencode | Logout Wednesday, 16 January 2008
Home
My Task
Assign Activity
Assigned Users
List of All Users
Points Claim Approval
Users Activity Approval
Users Points Approval
Users Registration Approval
Reports
Reports
Change Role
Supervisor
LIST OF ALL USERS
No. Name HCP Category Organisation Log Book
1 ABDUL RAHIM BIN ABDULLAH DOCTOR BAHAGIAN TELEKESIHATAN VIEW
2 AHMAD RIADZ BIN MAZELI DOCTOR BAHAGIAN TELEKESIHATAN VIEW
3 AISYA KHADEEJA BINTI SUHAIDI DENTIST BAHAGIAN PEROLEHAN & PENSWASTAAN VIEW
4 AISYA KHALEEDA BINTI SUHAIDI DOCTOR BAHAGIAN PEROLEHAN & PENSWASTAAN VIEW
5 DANG SIEW BING DOCTOR BAHAGIAN TELEKESIHATAN VIEW
6 HARYANIE BINTI AHMAD DENTIST CLINICAL RESEARCH CENTRE (CRC) VIEW
7 HASNITA BINTI HAMIDI COUNSELLORS PROGRAM 1 VIEW
8 MUHD HADARI BIN KHUSAIRI AUDIOLOGISTS CLINICAL RESEARCH CENTRE (CRC) VIEW
9 RENUKA DOCTOR INSTITUTE FOR BEHAVIOUR RESEARCH VIEW
10 SITI HARYANIE BINTI AHMAD AUDIOLOGISTS INSTITUTE FOR BEHAVIOUR RESEARCH VIEW
1 2
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Figure 3.1: List of All Users screen

3. Select a CPD User and click at *View* hyperlink to view the user's log book. The user's log book will be displayed. See Figure 3.2.

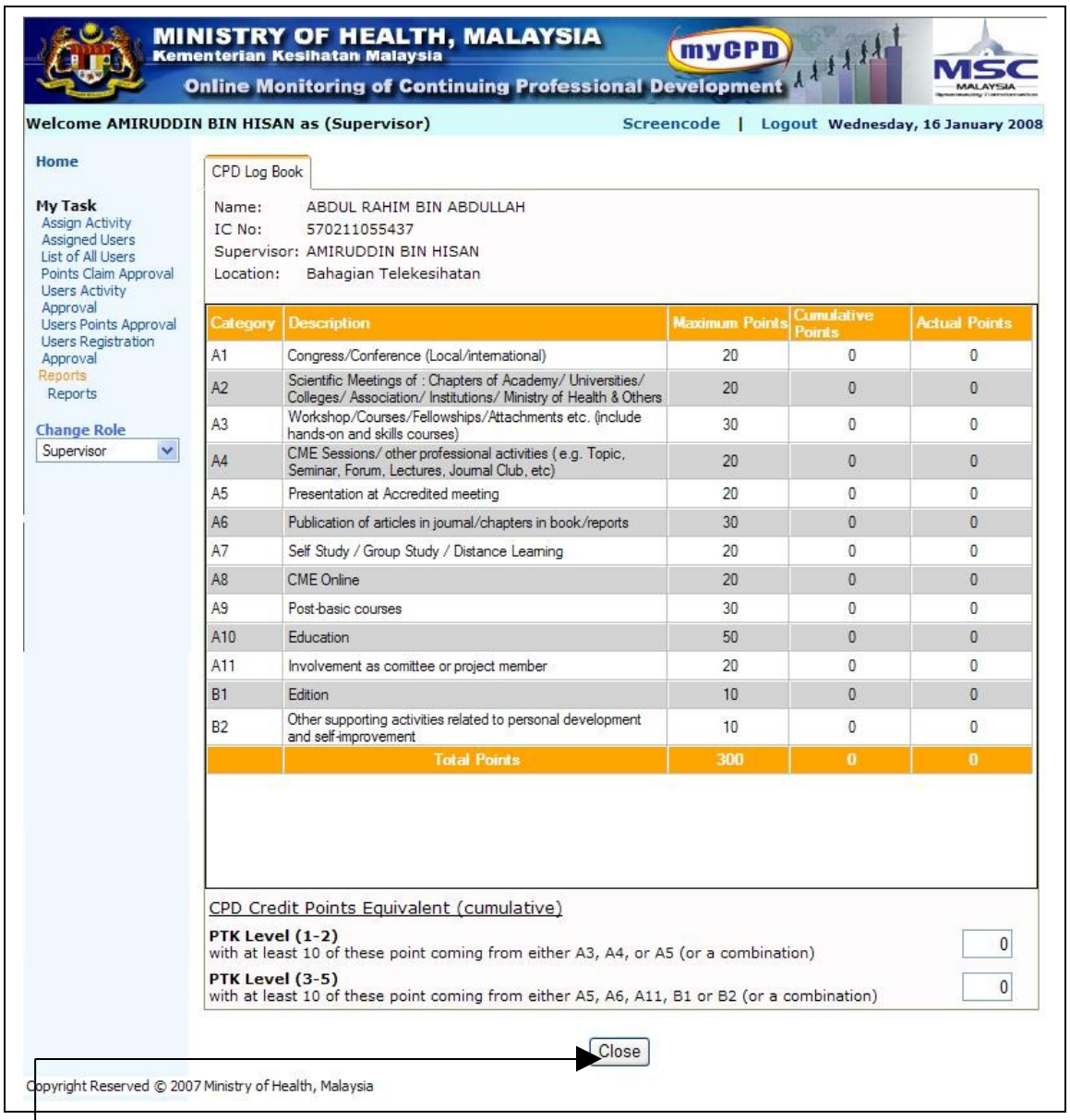
MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Welcome AMIRUDDIN BIN HISAN as (Supervisor)
Screencode | Logout Wednesday, 16 January 2008
Home
My Task
Assign Activity
Assigned Users
List of All Users
Points Claim Approval
Users Activity Approval
Users Points Approval
Users Registration Approval
Reports
Reports
Change Role
Supervisor
CPD Log Book
Name: ABDUL RAHIM BIN ABDULLAH
IC No: 570211055437
Supervisor: AMIRUDDIN BIN HISAN
Location: Bahagian Telekesihatan
Category | Description | Maximum Points | Cumulative Points | Actual Points
A1 | Congress/Conference (Local/international) | 20 | 0 | 0
A2 | Scientific Meetings of : Chapters of Academy/ Universities/ Colleges/ Association/ Institutions/ Ministry of Health & Others | 20 | 0 | 0
A3 | Workshop/Courses/Fellowships/Attachments etc. (include hands-on and skills courses) | 30 | 0 | 0
A4 | CME Sessions/ other professional activities (e.g. Topic, Seminar, Forum, Lectures, Journal Club, etc) | 20 | 0 | 0
A5 | Presentation at Accredited meeting | 20 | 0 | 0
A6 | Publication of articles in journal/chapters in book/reports | 30 | 0 | 0
A7 | Self Study / Group Study / Distance Learning | 20 | 0 | 0
A8 | CME Online | 20 | 0 | 0
A9 | Post-basic courses | 30 | 0 | 0
A10 | Education | 50 | 0 | 0
A11 | Involvement as comittee or project member | 20 | 0 | 0
B1 | Edition | 10 | 0 | 0
B2 | Other supporting activities related to personal development and self-improvement | 10 | 0 | 0
Total Points | 300 | 0 | 0
CPD Credit Points Equivalent (cumulative)
PTK Level (1-2)
with at least 10 of these point coming from either A3, A4, or A5 (or a combination) 0
PTK Level (3-5)
with at least 10 of these point coming from either A5, A6, A11, B1 or B2 (or a combination) 0
Close
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Figure 3.2: Log book for the selected user.

8. Click at the *Close* button to return to *List of All Users* screen.

4.0 POINTS CLAIM APPROVAL

Overview

Points claim approval screen enables the CPD Supervisor to approve the points from their CPD User who submits a point claims.

If the system runs in automatic mode, then the point claim the submitted by user will be automatically approved. It would not be queued in the Point claim approval screen. The user will get the points based on the CPD category selected. The system will update the CPD points in his/her CPD log book.

The point claims approval screen will be used only if the system is running in manual mode. Once the user submits the points claim, it will be queued here for the supervisor's approval. The supervisor has to approve the points in order for the user to get their points. Once the supervisor approves the points, the user will be awarded the points and will be updated in his/her CPD log book.

To access the Points Claim Approval *screen, click on the Points Claim Approval* link on the left side of navigation bar.

Steps:

1. Log in as Supervisor (Refer to section 1.0 Login).
2. Click at the *Points Claim Approval* link. The **Points Claim Approval** screen displays. The system displays the list of points claim pending for approval. See Figure 4.1.
   Note: The system will display the name of CPD User and number of point claims submitted.

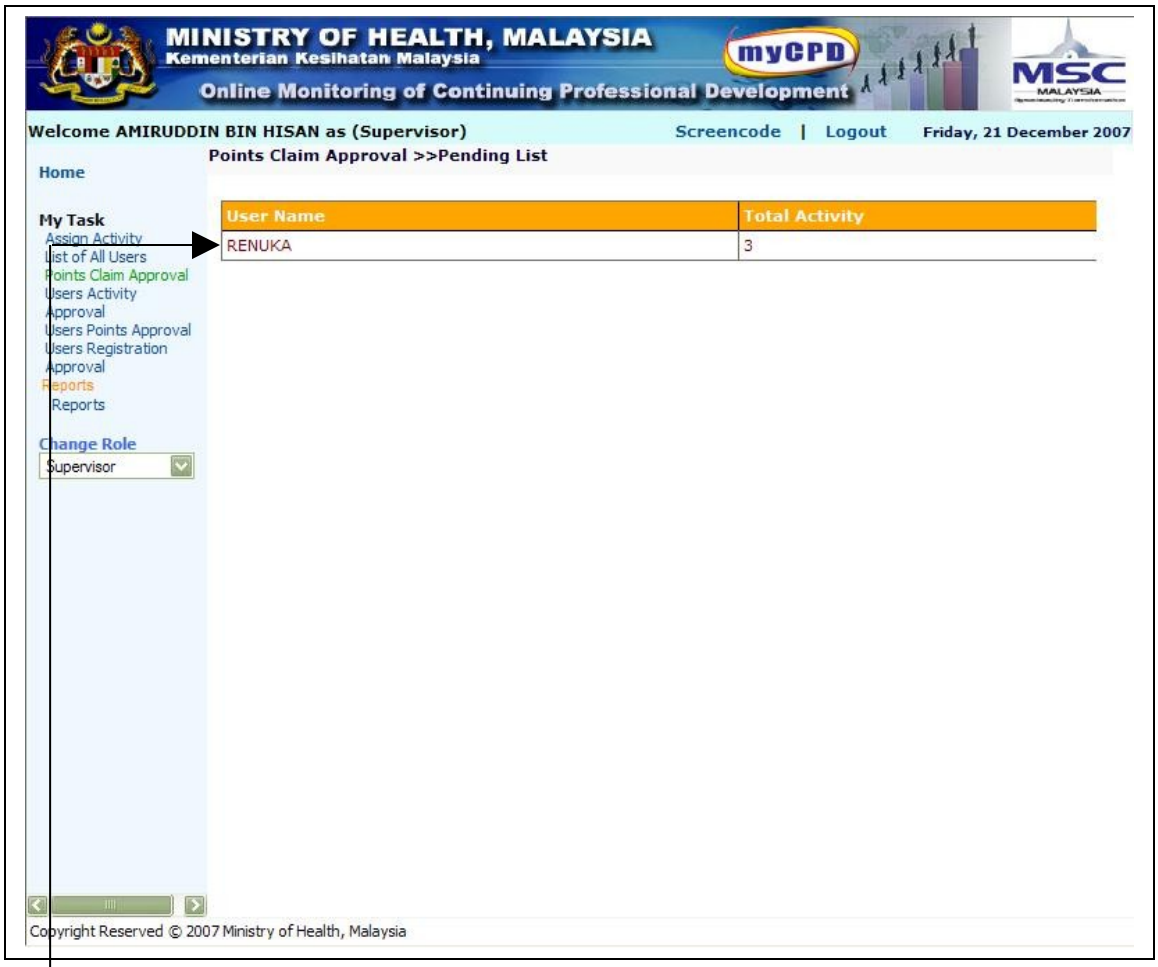

Figure 4.1: Pending Points Claim Approval List

3. Click at the user name to view the details of the points claim submitted. List of Pending Points Claim displays. See Figure 4.2.

   Note: The system displays the name of CPD User, CPD Activity and the status.

Figure 4.2: List of CPD points claim submitted

4. Click at the user name to view the points claim details. Points Claim details will be displayed and *Activity Details* tab will be activated. See Figure 4.3.

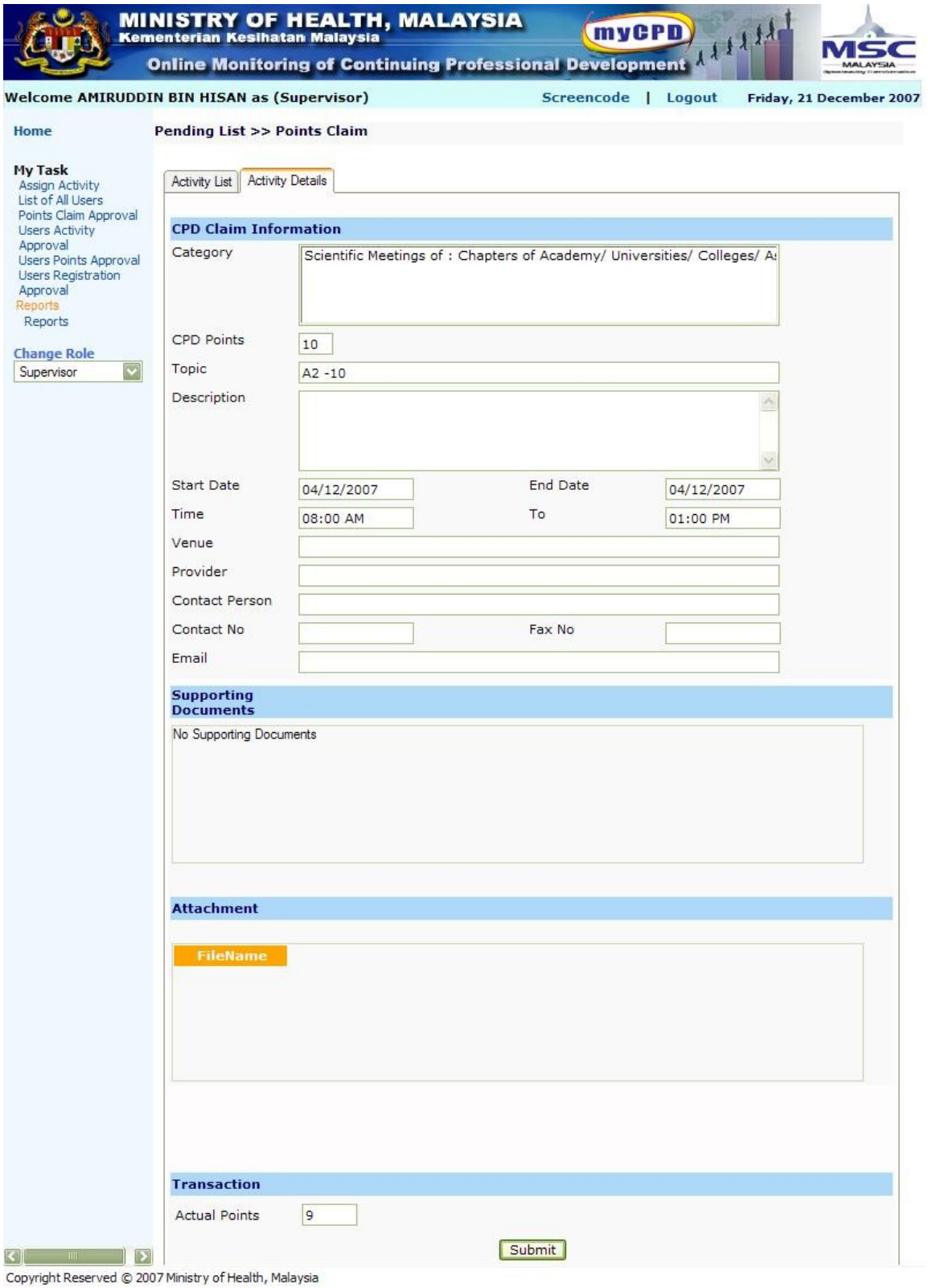

Figure 4.3: Details of CPD points claim

5. Enter the points in the *Actual Points* textbox.

   Note: Make sure that the points that you enter is less than or equal to CPD points. The maximum CPD point for the activity submitted is displayed in the CPD Points textbox.

6. Click on the *Submit* button. The system will navigate to Points Claim Approval screen.

   Note: The activity which has been approved will be removed from the pending list. Only pending items will be displayed.

Note:

Once the CPD Supervisor has approved the points, the user will be awarded the points that you have approved. The points will be updated in his/her CPD log book. The user will be able to see new points in his/her log book once he/she logs into the system.

5.0 USERS ACTIVITY APPROVAL

Overview

User activity approval screen enables the CPD Supervisor to either approve or reject the activities submitted by CPD User from calendar of events.

If the system runs in automatic mode, then the CPD activity/activities the submitted by CPD user will be automatically approved. It would not be queued in the Users Activity Approval screen.

The user activity approval screen will be used only if the system is running in manual mode. Once the user submits the CPD activities from List of Selection, it will be queued here for the supervisor's approval. The supervisor can either approve or reject the pending approval from the CPD User.

To access Users Activity Approval screen, click on the *Users Activity Approval* link on the left side of the navigation bar.

Steps:

1. Log in as Supervisor (Refer to section 1.0 Login).
2. Click at the *Users Activity Approval* link. The *My Approval* screen displays. The system will list the name of CPD Users who have submitted at least one activity for approval. See Figure 5.1.
   Note: The system will display name of the CPD users and their no of activities submitted.

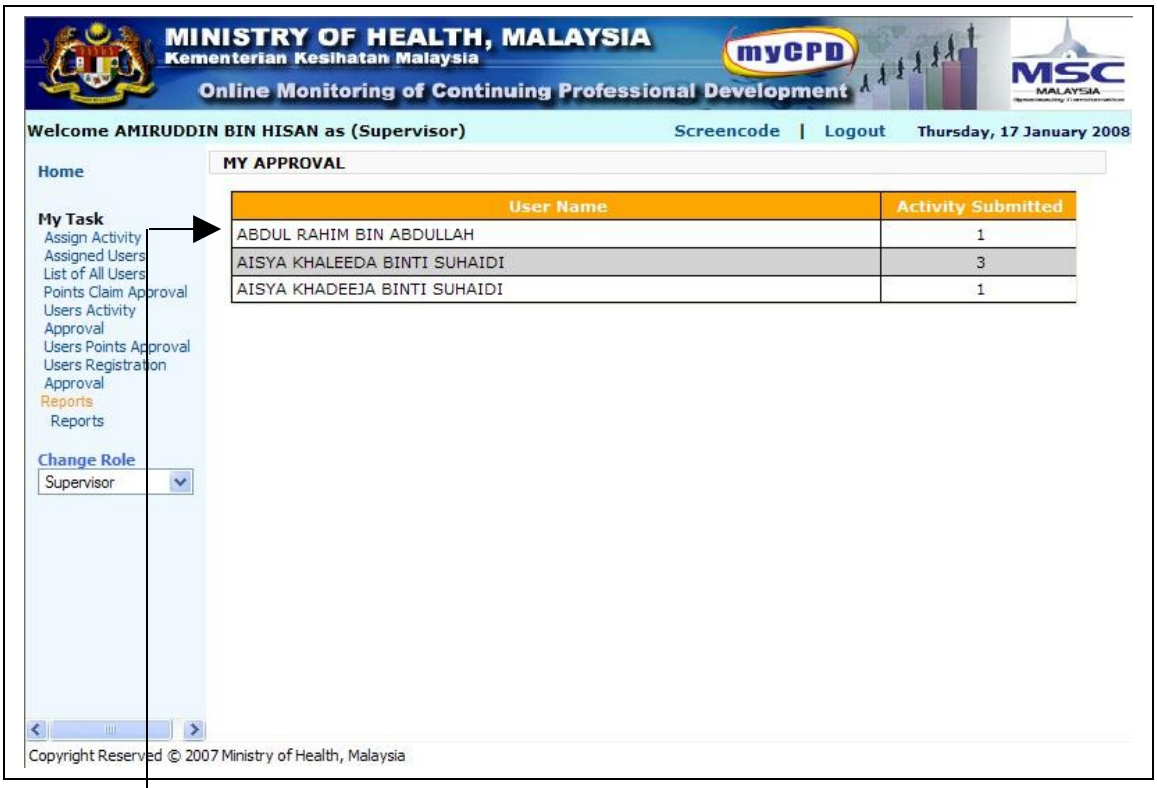

Figure 5.1: List of activities pending for approval

3. Click at the CPD User Name to view the list of activities submitted by him/her. See Figure 5.2.

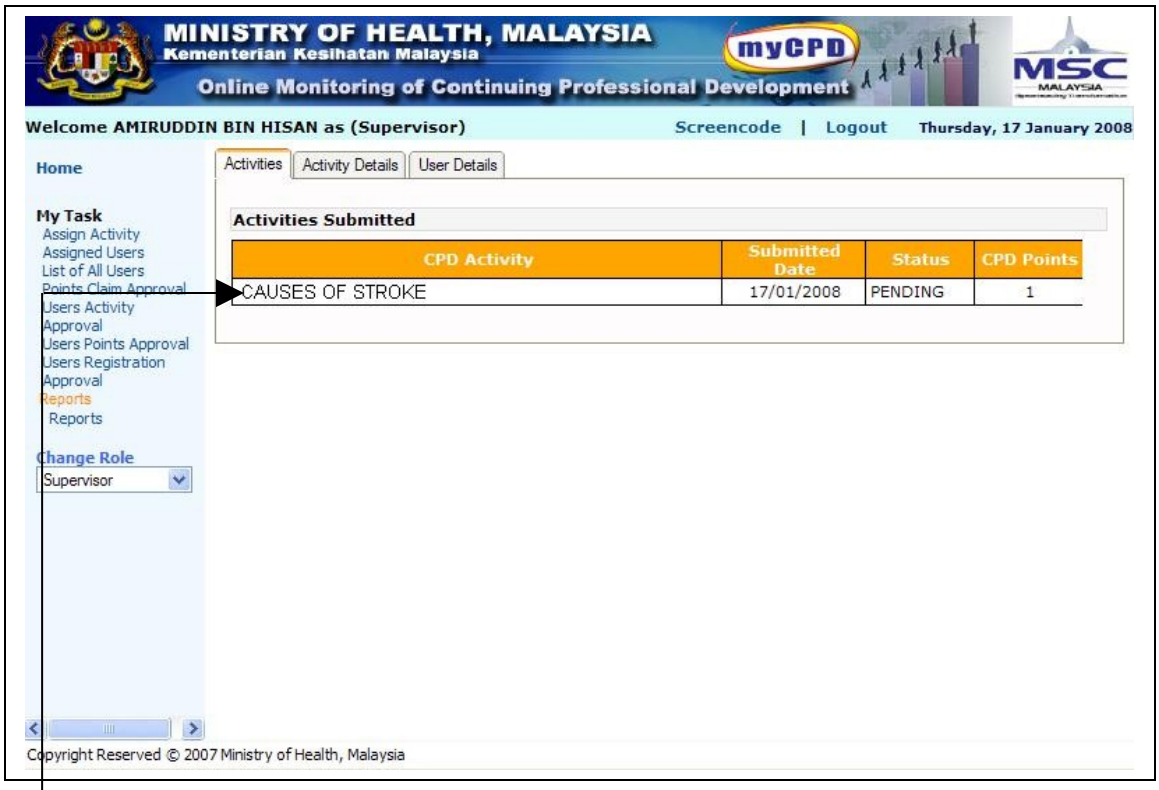

Figure 5.2: List of activities submitted

4. Click at the CPD activity to view the details of the activity. See Figure 5.4.

   Note: By default, the Status will be "Pending".

5. You have two options, either to approve or reject the activities submitted. To approve the activity, click on the *"Approve"* radio button. To reject the activity, click on the "Reject" radio button and enter the reason for rejection.

   Note: Reason for rejection is mandatory information if you choose to reject the activity. Make sure you enter reason for rejection, if you want to reject the activity.

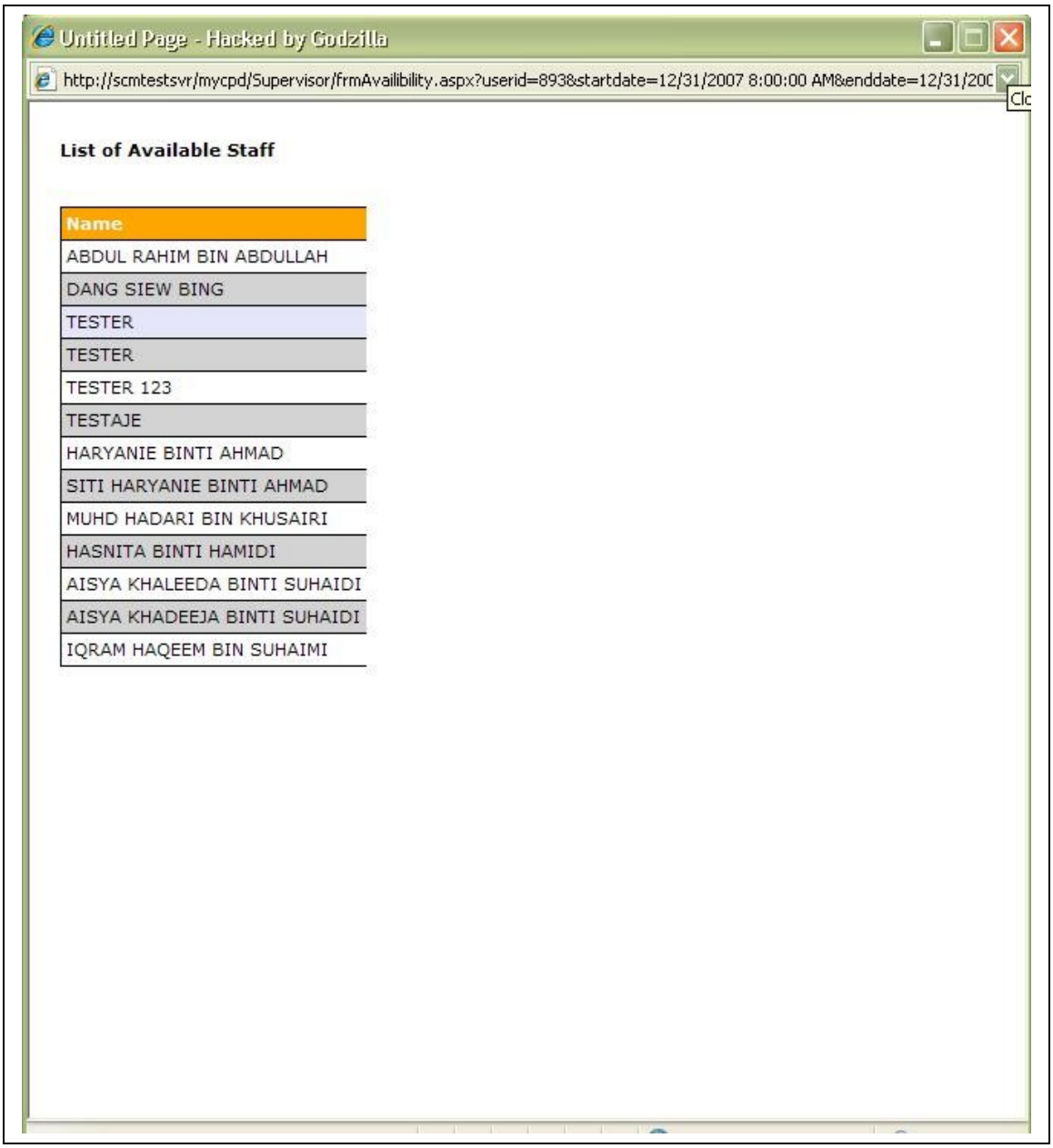

Figure 5.3: List of staffs available

6. **Optional:** To check the list of staffs available, click at the *Check Availability* button. See Figure 5.3.

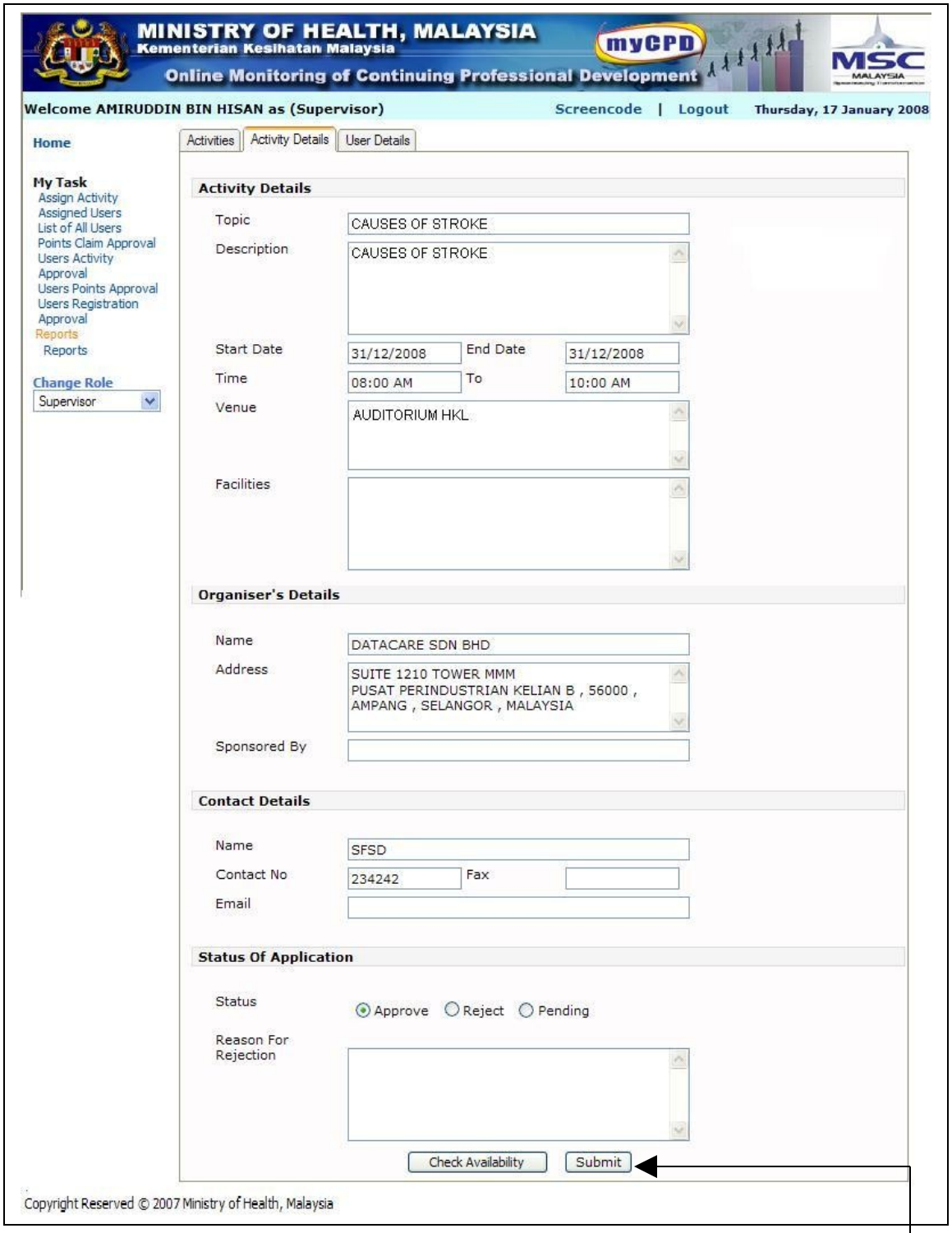

Figure 5.4: Activity details screen

7. Click on the *Submit* button. The system will navigate to My Approval screen.

Note:

Once the activities has been approved or rejected, the activities will be removed from the pending list. Only pending items will be displayed.

All the approved activities will be updated in the 'MyCPD Plan' of the CPD Users.

6.0 USERS POINTS APPROVAL

Overview

Users point's approval screen enables the CPD Supervisor to approve the points once the attendance is confirmed by the CPD Provider during My Events Closing.

If the system runs in automatic mode, then the CPD points will be automatically awarded to the CPD User, once the attendance is confirmed by the CPD Provider. The system will update the CPD User's log book with the CPD points.

The user activity approval screen will be used only if the system is running in manual mode. Once the CPD Provider confirms the attendance, the approval will be sent to the respective CPD supervisor. It will be queued here in Users Activity Approval screen. This points need to be approved by the CPD Supervisor.

To access Users Activity Approval screen, click on the *Users Activity Approval* link on the left side of the navigation bar.

Steps:

1. Log in as Supervisor (Refer to section 1.0 Login).
2. Click at the *Users Points Approval* link. The Users Points Approval screen displays. Pending list for CPD points' approval will be displayed. See Figure 6.1.
   Note: The system will display the CPD User Name along with CPD activity that has been attended and date submitted.

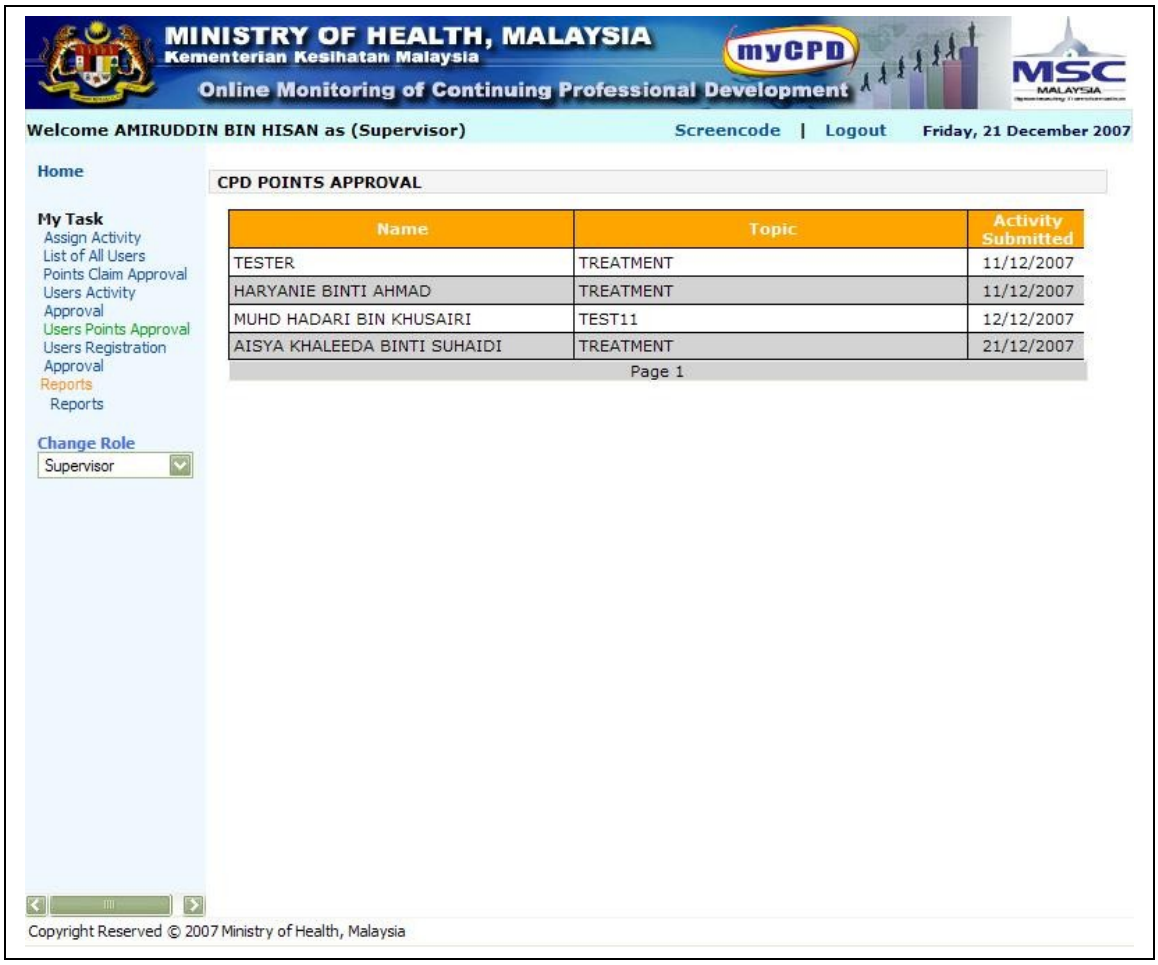

Figure 6.1: List of CPD points pending for approval

3. Click at the CPD User Name to view the details of the activity. See Figure 6.2.

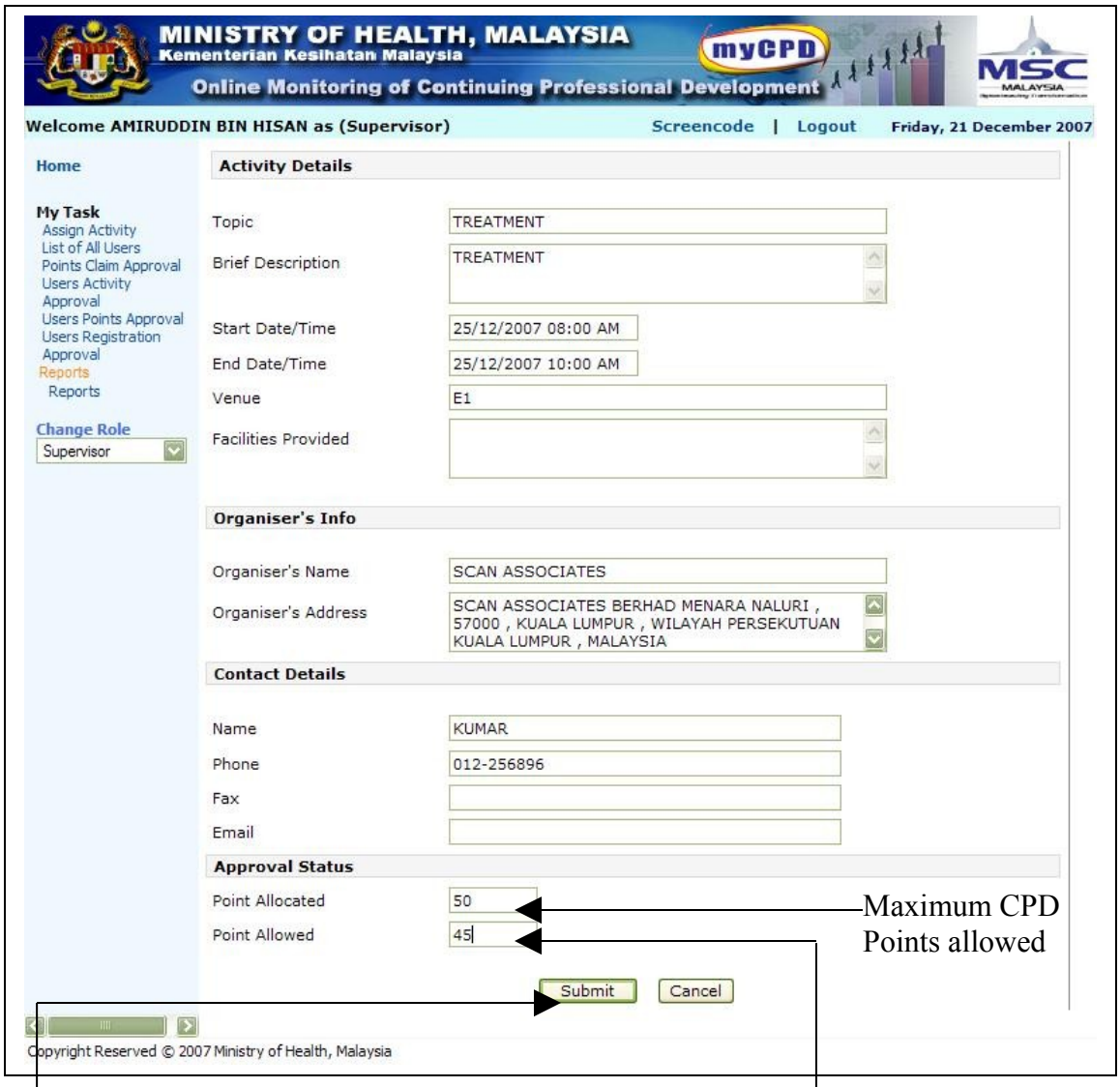

Figure 6.2: Activity details screen

4. Enter the CPD Points at the *Points Allowed* textbox.

   Note: Make sure that the points that you enter is less than or equal to allocated CPD points. The maximum CPD point for the activity is displayed in the Points Allocated textbox.

5. Click on the *Submit* button. A message box displays *"Record has been successfully saved*" as shown in Figure 6.3.

Figure 6.3: Message box displaying the record has successfully saved

6. Click on the *OK* button to close the pop up message box. The system will navigate to CPD Points Approval screen.

Note:

Once the point has been approved, the activities will be removed from the pending list. Only pending items will be displayed.

Once the CPD Supervisor has approved the CPD points, the user will be awarded the points that you have approved. The points will be updated in his/her CPD log book. The user will be able to see new points in his/her log book once he/she logs into the system.

7.0 USERS REGISTRATION APPROVAL

Overview

User's registration approval screen enables the CPD Supervisor to approve the user registration once the CPD user registers into the system.

If the system runs in automatic mode, then the system will automatically approve the CPD User's registration.

The user activity approval screen will be used only if the system is running in manual mode. Once the CPD User's registers into the system, then the user cannot login to the system as his/her registration status is still pending. It will be queued here in Users Activity Approval screen. CPD Supervisor needs to approve the pending approval.

To access Users Registration Approval screen, click on the *Users Registration Approval* link on the left side of the navigation bar.

Steps:

1. Log on in as Supervisor(Refer to section 1.0 Login)
2. Click at the *Users Registration Approval* link. The Users Registration Approval screen displays. Pending list for user's approval will be displayed. See Figure 7.1.

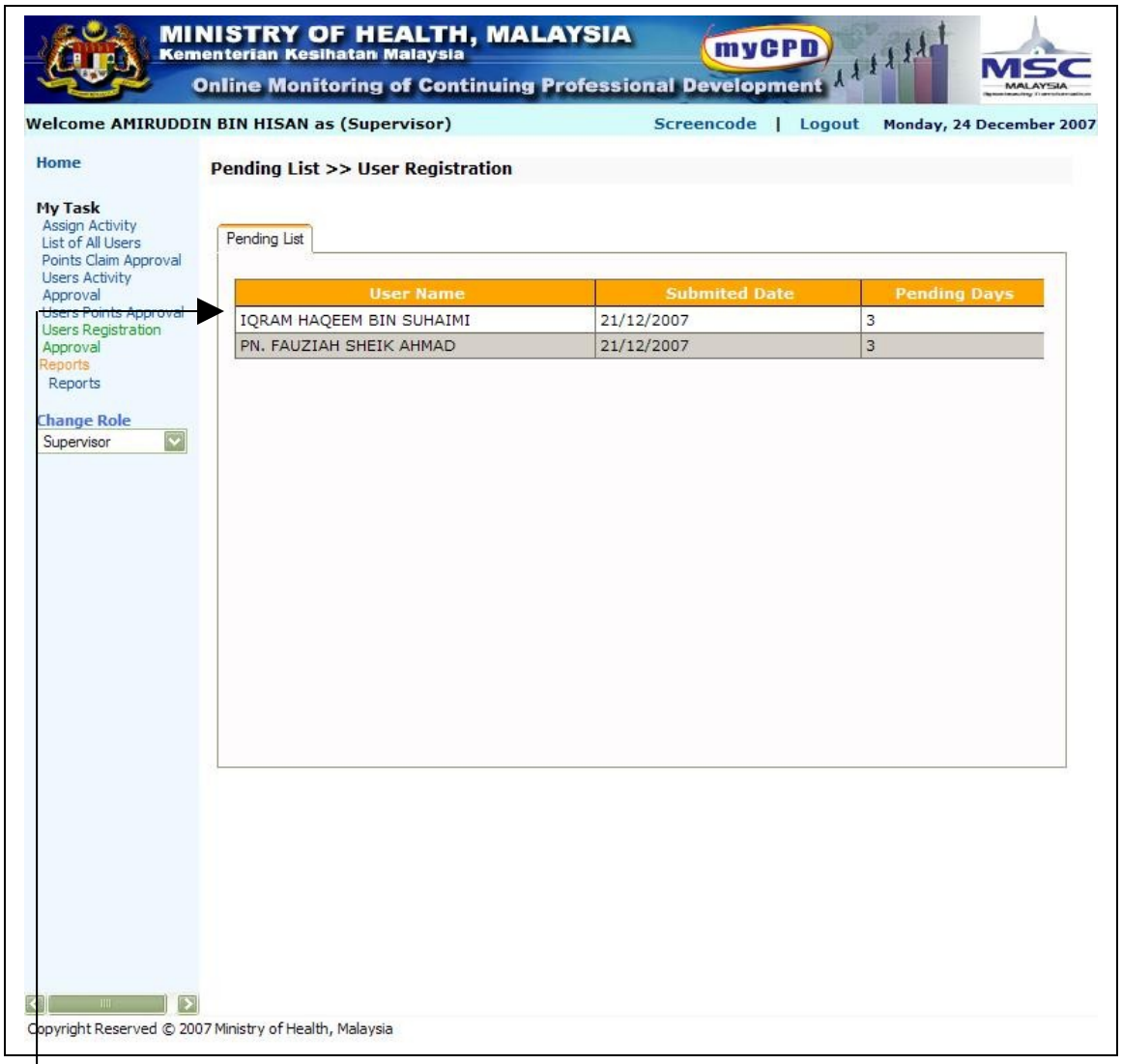

Figure 7.1: List of user(s) pending for approval

3. Click at the CPD User Name to view the user's details. User details screen displays. See Figure 7.2.

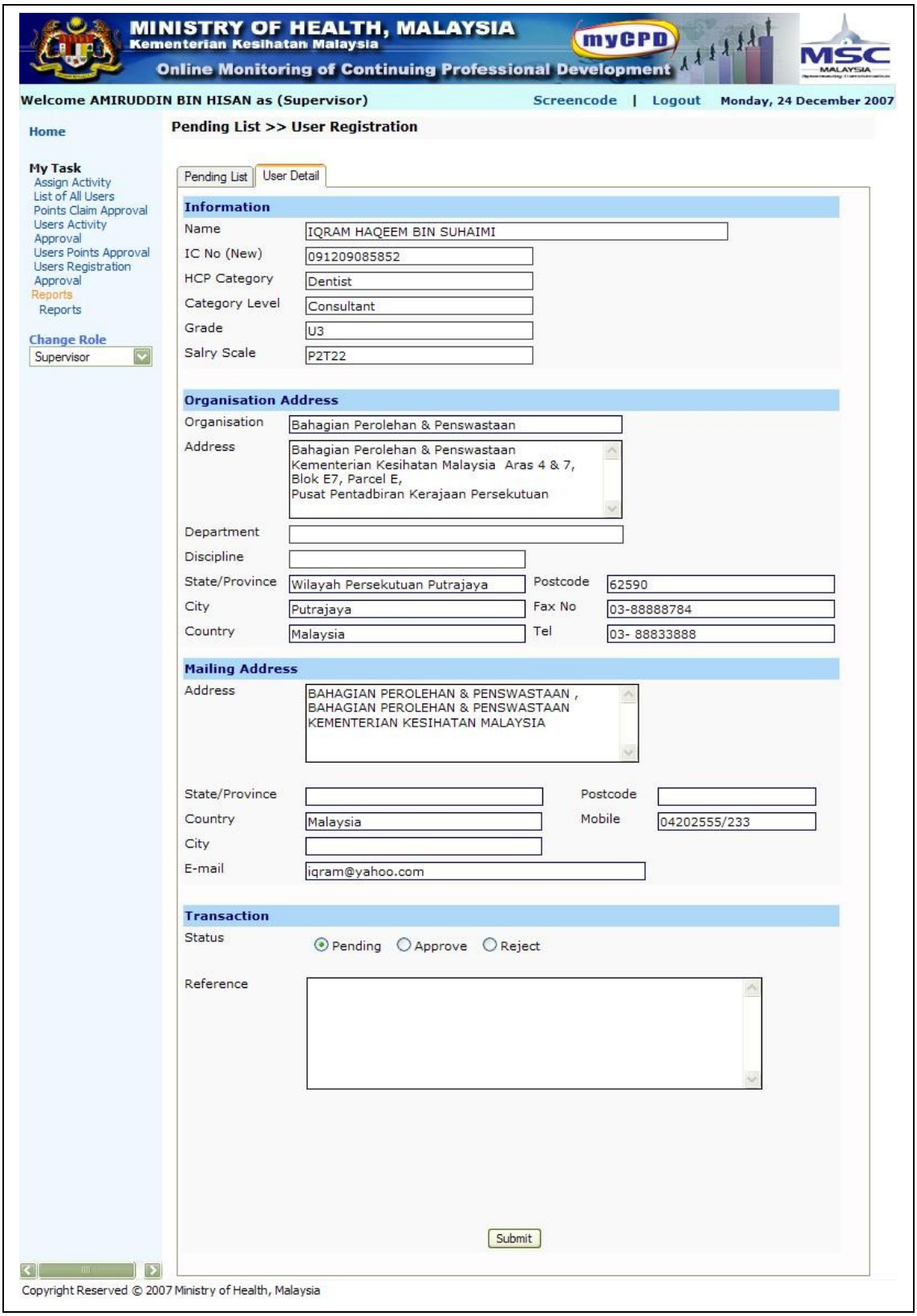

Figure 7.2: User details screen

4. You have two options, either to approve or reject the registration. To approve the registration, click on the "*Approve"* radio button**.** To reject the registration, click on the "*Reject"* radio button and enter the reference.

   Note: Reference is mandatory information if you choose to reject the registration. Make sure you enter the reference if you reject the user registration.

5. Click on the *Submit* button. A message box display "*User Approved Successfully*" displays as shown in Figure 7.3. The system will navigate to Registration Approval screen.

Figure 7.3: Message box displays user has been approved successfully

Note:

Once the registration has been approved, then the CPD user' pending approval will be removed from the pending list. Only pending items will be displayed.

Once the CPD Supervisor has approved the registration, then user will able to log into the system.

8.0 REPORTS

Steps:

1. Log on as Supervisor (Refer to section 1.0 Login).
2. Click on the *Reports* link under the Report menu. The Report List screen appears. See Figure 8.1.

   Note: List of reports available for supervisor will be displayed here.

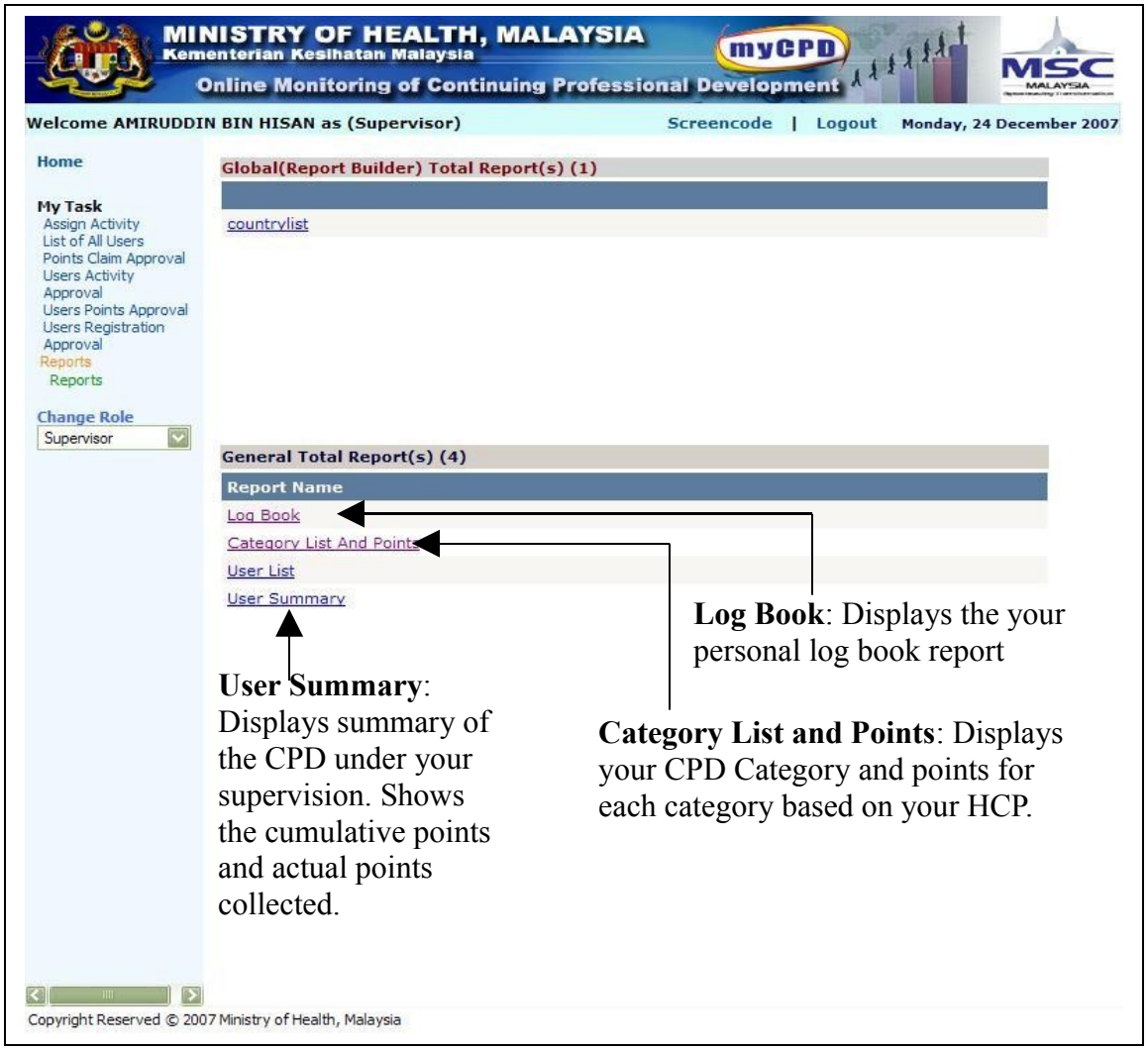
MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Welcome AMIRUDDIN BIN HISAN as (Supervisor)
Screencode | Logout
Monday, 24 December 2007
Home
My Task
Assign Activity
List of All Users
Points Claim Approval
Users Activity Approval
Users Points Approval
Users Registration Approval
Reports
Reports
Change Role
Supervisor
Global(Report Builder) Total Report(s) (1)
countrylist
General Total Report(s) (4)
Report Name
Log Book
Category List And Points
User List
User Summary
Log Book: Displays the your personal log book report
User Summary: Displays summary of the CPD under your supervision. Shows the cumulative points and actual points collected.
Category List and Points: Displays your CPD Category and points for each category based on your HCP.
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Figure 8.1: List of report(s) available for supervisor

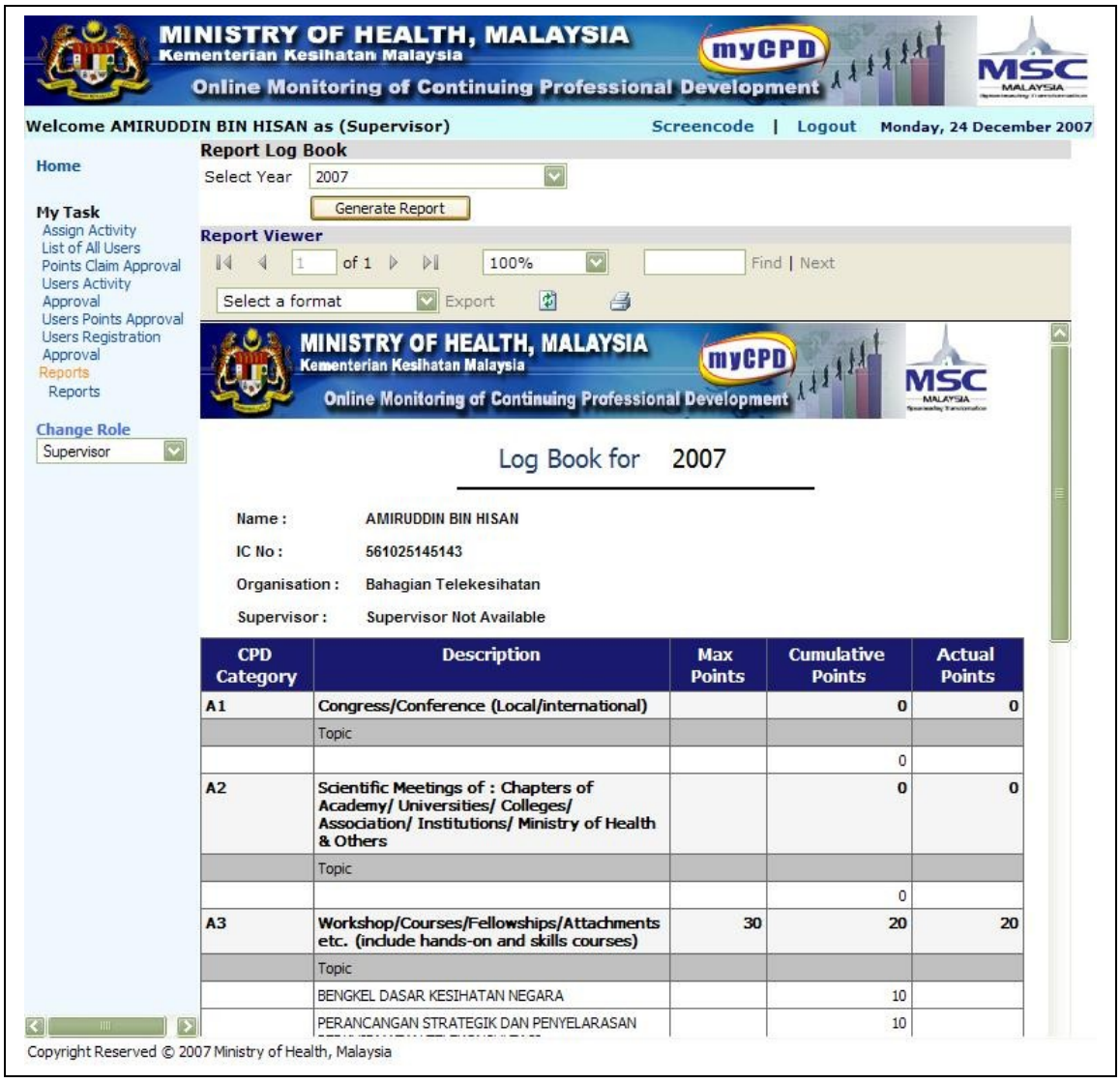

Figure 8.1: Log book report

3. Click on the *Log Book* link. A report as shown in Figure 8.1 will be displayed.
4. Select the year of your choice from the drop down list.
5. Click on the *Generate* button to generate your log book report.

Note:

Log book report displays your personal CPD log book.

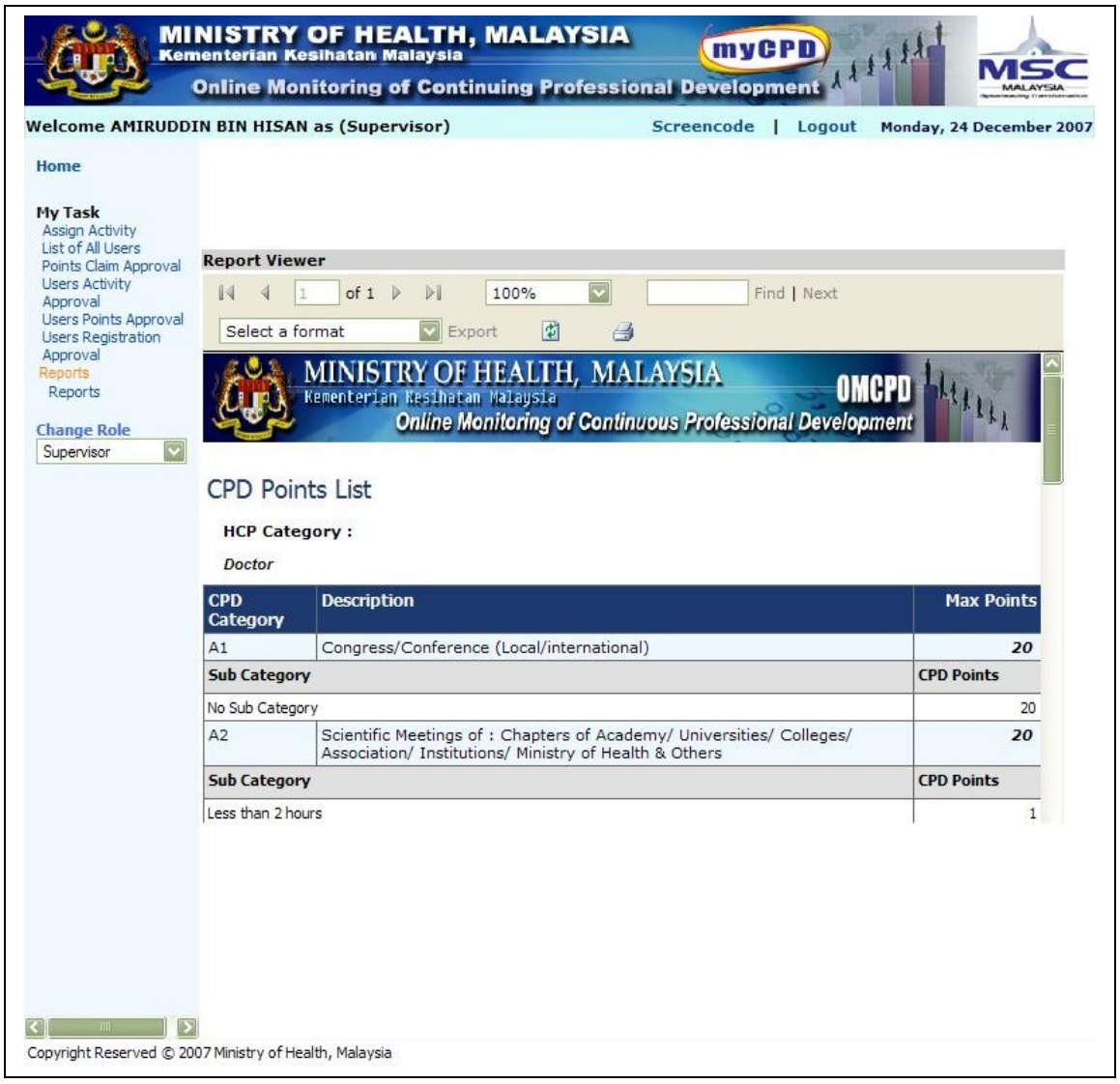

Figure 8.2: Category and CPD points list

6. Click on the *Category List and Points* link. Category List and Points report will be generated. See Figure 8.2.

Note:

Category List and Points displays the CPD category and the points for each category based on your HCP.

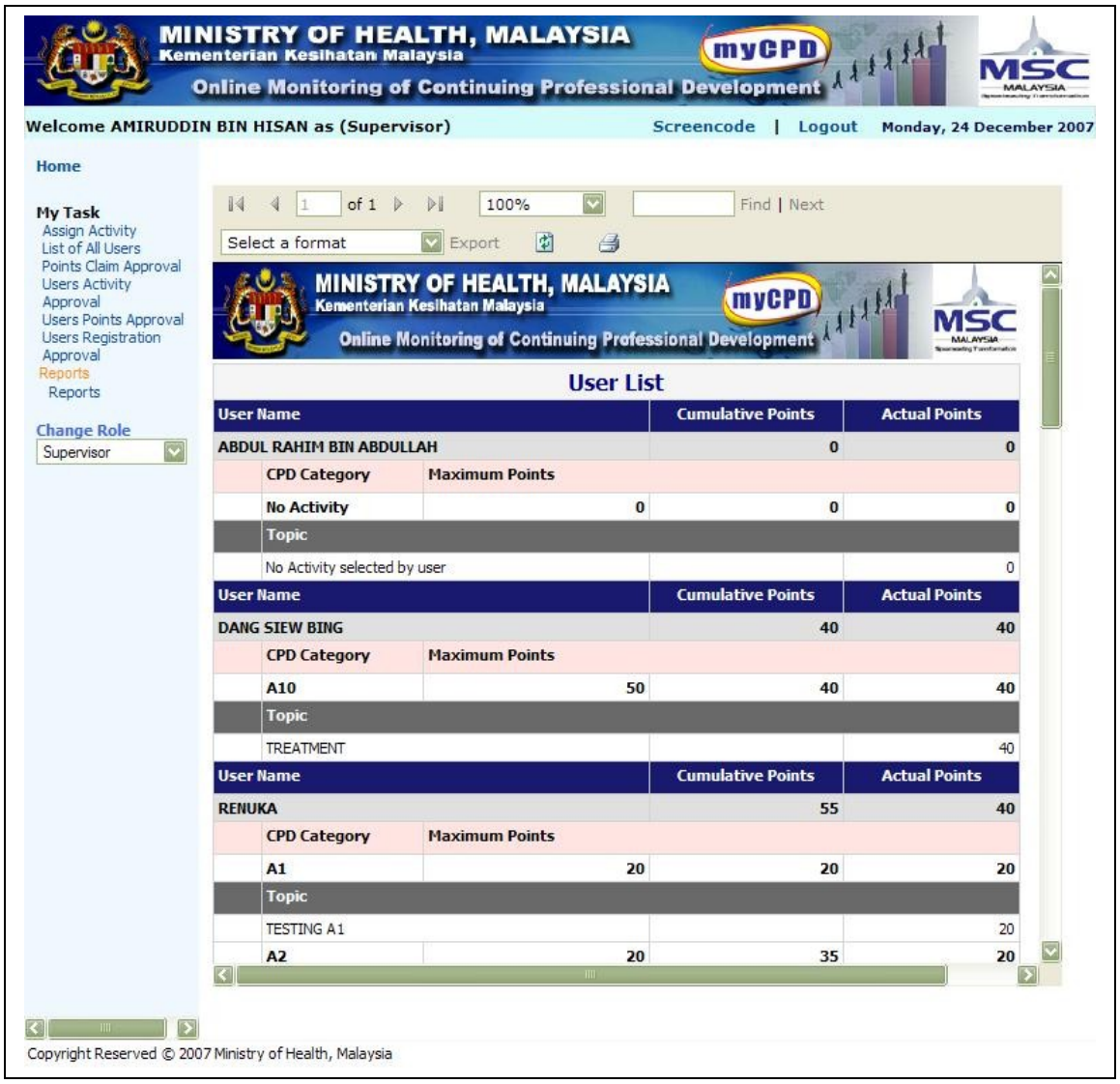

Figure 8.3: List of user(s) report

7. Click on the *User List* link. List of CPD User report will be generated. See Figure 8.3.

Note:

User List will display the summary of all CPD users log book.

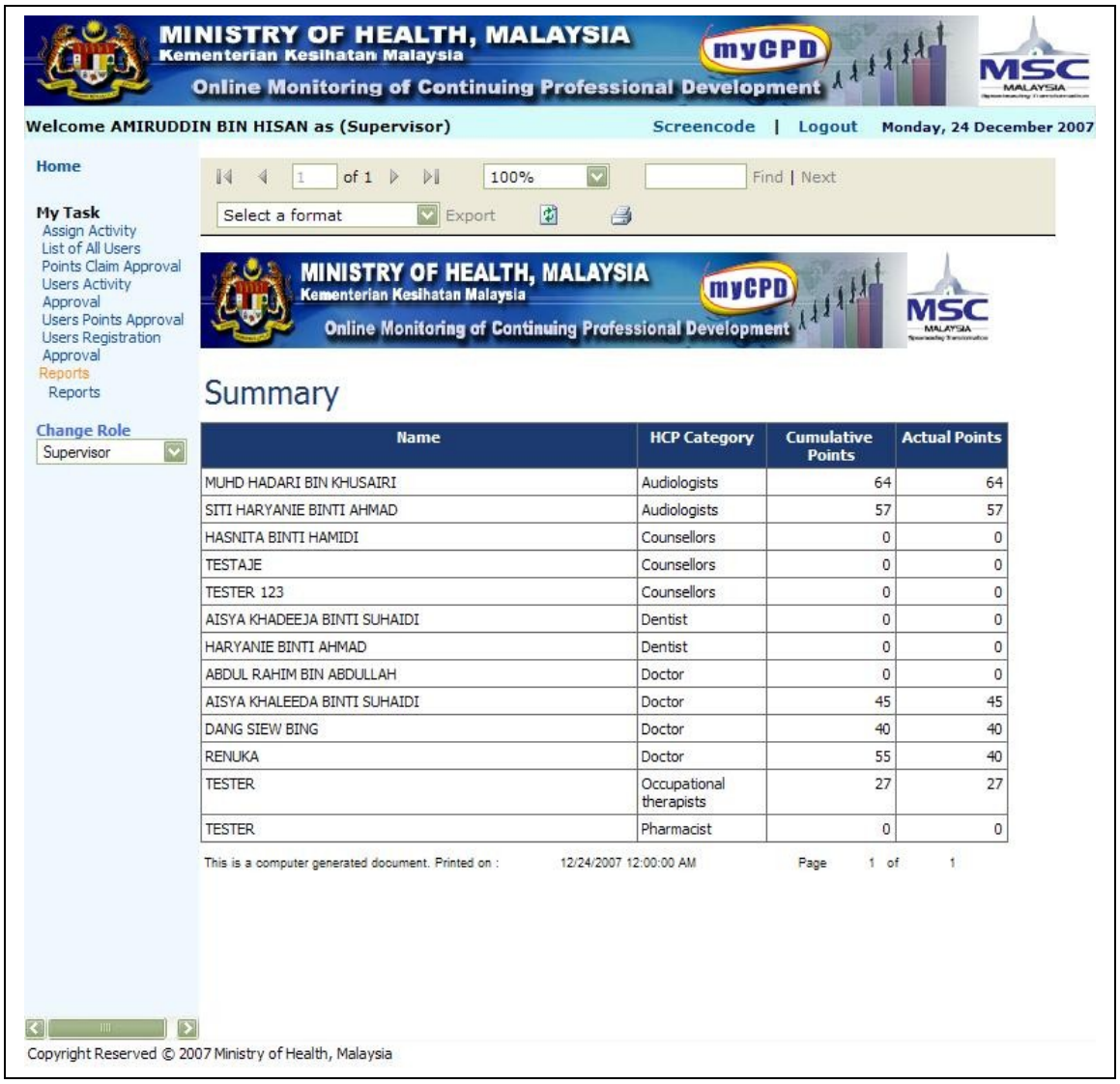

Figure 8.4: User summary report

8. Click on the *User Summary* link. User Summary report will be generated. See Figure 8.4.

Note:

User List will display the summary of all CPD users along with their cumulative and actual points collected.